



## MINUTES

College of Alameda Distance Education Committee  
 Wednesday, March 16, 2022  
 12:30pm – 1:30pm  
 Location: Zoom

**Members: Place X in box adjacent to name when present.**

<input checked="" type="checkbox"/>	Brielle Plump, DE Committee Co-Chair	<input checked="" type="checkbox"/>	Jennifer Fowler, DE Committee Co-Chair	<input checked="" type="checkbox"/>	Khalilah Beal-Uribe
<input checked="" type="checkbox"/>	Richard Kaeser	<input checked="" type="checkbox"/>	Anthony Villegas	<input checked="" type="checkbox"/>	Robert Brem

**Guests: List full name below. Place X in box adjacent to name when present.**

<input checked="" type="checkbox"/>	Andrew Park				
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AGENDA ITEM	DISCUSSION	FOLLOW UP ACTION
<b>1. Call to order: Agenda review – (5 minutes)</b>	Amendment to the agenda—add an action item to appoint Stefanie Ulrey as a member of the DE Committee.	Motion to approve the agenda with the amendment.  Moved by: Anthony V. Seconded by: Jennifer F. Motion Passed Unanimously
<b>2. District DE Updates – (3</b>	<ul style="list-style-type: none"> <li>• Dr. Didem Ekici returns as District DE</li> </ul>	Jennifer Moves

minutes)	Coordinator. <ul style="list-style-type: none"> <li>District DE Committee looking at LTIs, funding, etc.</li> </ul>	Anthony seconds.
<b>3. Action Items – (5 minutes)</b>		
A. Approve Minutes from 2/15/2022.		Motion to approve minutes from 2/15/2022.  Moved by: Anthony V. Seconded by: Jennifer F. Motion Passed Unanimously
B. New Committee Member Appointment.		Approve the appointment of Stefanie Ulrey, DE Co-Coordinator, to the committee.  Moved by: Anthony V. Seconded by: Jennifer F. Motion Passed Unanimously
<b>4. Discussion Items – (40 Minutes)</b>		
A. POCR Workflow	Instead of having one path for POCR that requires faculty to go through and pass a course, the committee suggested we consider two pathways (for new versus advanced level POCR faculty), with an assessment to determine if they can skip the training.	
B. Online Course Attendance Survey	Please fill out the key takeaways document to synthesize the findings into a few committee observations.	
<b>5. Announcements – (5 Minutes)</b>	<ul style="list-style-type: none"> <li>Apply for Professional Development funding if you have interest in attending the <a href="#">Online Teaching Conference</a> in Long Beach June 29- July 1, 2022.</li> <li>Next DE Committee Meeting: Wednesday 4/20/22 from 12:30pm –1:30pm: <a href="#">Zoom Link</a></li> <li>Next Community of Practice Meeting: Wednesday 5/4/22 from 12:30pm –1:30pm: <a href="#">Zoom Link</a></li> </ul>	

a. Next Meeting	Wednesday, May 18, 2022 from 12:30pm – 1:30pm	
<b>6. Adjournment</b>	Meeting adjourned at 1:26PM.	

Abbreviations:

- ❖ COA – College of Alameda
- ❖ DE – Distance Education
- ❖ CVC-OEI – California Virtual Campus – Online Education Initiative
- ❖ POCR – Peer Online Course Review
- ❖ PCCD – Peralta Community College District
- ❖ AP – Administrative Procedure
- ❖ BP – Board Policy