MINUTES
College of Alameda Distance Education Committee
Wednesday, October 26, 2022
12:30pm – 1:30pm
Location: Zoom

Please note: A quorum was not reached for this meeting so substantive business was not conducted. It was discussion only as documented below.

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

X	Jennifer Fowler		Brielle Erike		Khalilah Beal-Uribe
X	Richard Kaeser		Anthony Villegas		Robert Brem
	Stefanie Ulrey				

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

	Brandon Wu				

AGENDA ITEM	DISCUSSION	FOLLOW UP ACTION
1. Call to order: Agenda review – (5 minutes)	A quorum was not reached for this meeting. Substantive business was not conducted. It was a discussion only meeting as documented below.	Reach out to committee members to confirm interest in continuing to serve on the committee so a quorum can be reached.

2. District DE Updates – (5 minutes)	Phase 2 of the CVC exchange integration is slated to begin in January. District DE Committee Projects: Look at early intervention tools counselors are using. BCC Senate is working on an accessibility resolution.	
3. Action Items – (5 minutes)		
A. Nomination of Committee Chair	A quorum was not reached. Voting could not occur.	Bring to next meeting on 11/16/22 for approval.
B. Nomination of David Leitner as a committee member	A quorum was not reached. Voting could not occur.	Bring to next meeting on 11/16/22 for approval.
C. Nomination of Brandon Wu as an advisory student member	A quorum was not reached. Voting could not occur.	Bring to next meeting on 11/16/22 for approval.
4. Discussion Items – (40 Minutes)		
A. Committee Goals for the 22-23 Academic Year	Feedback on possible goals. • Provide professional development and support to faculty as a POCR certified campus. • More global announcements in Canvas: campus events, basic needs resources, etc. 3-5. Maybe group announcements together. • Enrollment: "students rely on late start classes." "Issues with late start classes getting cut off." • Students' knowledge of Canvas: Offer Canvas orientation to students. ◦ Brandon: Once a year, offer a day for incoming students to learn Canvas. Both in-person and online options. We need a front door to remote learning. Canvas student ambassadors to help students learn how to use Canvas.	J. Fowler to synthesize ideas into a draft to bring to next meeting on 11/16/22 for approval. R. Kaeser to follow up with Student Services about dates for Rock Enroll Events to provide on site and online Canvas training.
B. Berkeley City College Accessibility Resolution	Please review Accessibility Resolution approved by the Berkeley City College Academic Senate. They would like feedback on any changes/additions before presenting to the District Academic Senate for	Action item on 11/16/22 agenda.

	approval. Will be an action item on the next agenda.	
5. Announcements – (5 Minutes)	• Next Community of Practice Meeting: Wednesday 12/7/22 from 12:30pm –1:30pm: [Zoom Link](#) • Next POCR Practice: Wednesday 12/14/22 from 12:30pm –1:30pm: [Zoom Link](#) • Next DE Committee Meeting: Wednesday 2/15/23 from 12:30pm –1:30pm: [Zoom Link](#)	
a. Next Meeting	Wednesday, February 15, 2023 from 12:30pm – 1:30pm	
6. Adjournment	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