

DISTANCE EDUCATION



MINUTES

College of Alameda Distance Education Committee

Wednesday, February 15, 2023

12:30p – 1:30p

Location: Zoom

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

<input checked="" type="checkbox"/>	Jennifer Fowler	<input type="checkbox"/>	Khalilah Beal-Urbe	<input checked="" type="checkbox"/>	Robert Brem
<input checked="" type="checkbox"/>	Richard Kaeser	<input type="checkbox"/>	Brielle Erike	<input checked="" type="checkbox"/>	Stefanie Ulrey
<input type="checkbox"/>	Anthony Villegas	<input checked="" type="checkbox"/>	David Leitner	<input type="checkbox"/>	

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

<input checked="" type="checkbox"/>	Brandon Wu	<input type="checkbox"/>		<input type="checkbox"/>	
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AGENDA ITEM	DISCUSSION	FOLLOW UP ACTION
1. Call to order: Approval of Agenda – (5 minutes)		Called to order 12:30pm. Robert B: motion to approve Richard K: 2 nd motion Motion Passed Unanimously
2. DE Updates – (5 minutes)	<ul style="list-style-type: none">DE meeting past Monday 2/13, Updated CVC exchange about being teaching college, cohort takes a couple months, most likely not teaching college until Fall, cohorts full lucky we got in	

	<ul style="list-style-type: none"> New Title 5 updates impact DE, some simple, some relate to ap 4105 will have to go through gov process, then vetted through pft, looking at rough draft. 	
3. Action Items – (10 minutes)		
A. Approval of Minutes from 11/16/2022	Review of minutes from nov 16, 2022 Rob B point of interest, what point do these things get appointed to policy Steph, pandoras box on this issue	Rob B: move to approve Steph: 2 nd Motion Passed Unanimously
4. Discussion Items (35 minutes)		
A. In-Progress Committee Goals	Jenn F: came up with goals last semester, monthly POCR practice, working on aligning Canvas shells and hopes to have done by next week, need to work on Goal 2, or encourage full use of learning management system, did Goal 3, Anna O’Neal has money to pay tutors for possible trainings Rob B: everything should be in Canvas for classes, used to be a non-advocate of online learning, that was until Canvas and now believes it is good and improves quality of education in 2023 Andrew P: Pushing for Faculty handbook and putting something about Canvas in there for instructors Jenn F: Feature in Newsletter for in person instructors to include material in canvas Stef: Formalize somehow Jenn F: Baseline things, encourage as many people as best practice Rob B: Fears having to make Accessible Andrew: Place use of LMS in evaluation form Rob B: Are changes that modality can change what goes on in classroom. Experimenting with hyflex. Jenn F: Will reach out to Rick Greenspan, newsletter ideas using canvas for all modalities, training for LRC tutors Rich K: Suggested training LRC tutors more on canvas Brandon Wu: Students lack information that coming to school has lots of resources, like LRC, only	Rich K: Reach out to Anna about training tutors Jenn F: Accessibility and faculty workload for future DE Committee Meeting Jenn F: Inquire about funding for OTC in summer for faculty

	student using LRC in his class, David L: Having issues with students accessing certain things about Canvas,	
B. Title 5 updates to AP 4105	Jenn F: Updates to title 5 will require updates on our DE, Didem is asking to look at 55204 on instructor cont, section 04,06, 08, def cant change, anything in red writing. Andrew: District has subscription to AP updates, recommend passing by Jennifer S (PFT), negotiable issue when involves instructor Jenn F: Recommend run pass Jenn S and Joseph B first.	Jenn F: Asks Committee members to read revised AP4105
5. Announcements – (5 minutes)		
A. Next Community of Practice Meeting: Wednesday 3/1/23 from 12:30pm to 1:30pm		
B. Next POCR Practice Meeting: Wednesday 3/8/23 from 12:30pm to 1:30pm		
C. Next DE Committee Meeting: Wednesday 3/15/23 from 12:30pm to 1:30pm		
6. Adjournment		Meeting Adjourned at 1:30pm

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