DISTANCE EDUCATION

COLLEGE OF ALAMEDA

MINUTES
College of Alameda Distance Education Committee
Wednesday, November 16, 2022
12:30pm – 1:30pm
Location: https://peralta-edu.zoom.us/my/distance.education

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

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

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

X	Brandon Wu				

AGENDA ITEM	DISCUSSION	FOLLOW UP ACTION
1. Call to order: Approval of Agenda – (5 minutes)		Motion to approve the agenda. Moved by: Anthony Villegas Seconded by: Rich Kaeser Motion Passed Unanimously
2. Minutes from Previous Meeting – (5 minutes)	We did not have a quorum for the October 2022 meeting. Substantive business could not be conducted. Notes were taken for informational purposes and posted on the DE Committee website.	

3. District DE Updates – (5 minutes)	• CVC Exchange Phase 2 Implementation: Peralta signed up for the June 2023 cohort. A few requirements need to be completed before then that are being worked on. • Title 5 Changes: All institutions will have 180 days to reflect all Title 5 changes in our policies. Implementation can follow later. Might require revisiting AP 4105 on Distance Education. • A student survey is due to go out in January 2023 to ask students questions about their distance education needs.	
4. Action Items – (40 minutes)		
A. Nomination of Committee Chair		Motion to nominate Jennifer Fowler as Committee Chair. Moved by: Richard Kaeser Seconded by: Robert Brem Motion Passed Unanimously
B. Nomination of David Leitner as Committee Member		Motion to nominate David Leitner as a Committee Member. Moved by: Robert Brem Seconded by: Anthony Villegas Motion Passed Unanimously
C. Nomination of Brandon Wu as an advisory student member		Motion to nominate Brandon Wu as an advisory student member. Moved by: Robert Brem Seconded by: Anthony Villegas Motion Passed Unanimously
D. Committee Goals for the 22-23 Academic Year	The committee discussed and narrowed down three goals:	Motion to approve the committee goals for the 22-23 Academic Year.

	1. Provide professional development and support to faculty as a POCR certified campus (Aligns with Charge 1 & 2) 2. Use Global Announcements in the learning management system to promote support services for online students. (Aligns with Charge 2 & 3) 3. Provide more learning management system training for students (Align with Charge 2 & 3)	Moved by: Robert Brem Seconded by: Stefanie Ulrey Motion Passed Unanimously (Brandon Wu/Advisory Vote: Yea)
E. Berkeley City College Accessibility Resolution	The committee agreed that accessibility and LTI funding should be institutionalized but wanted to know more about the Fund 1 budget and whether this is the best budget at College of Alameda to fund it. Invite an administrator or faculty member on the budget committee to discuss.	Motion to table the issue to next meeting. Moved by: Anthony Villegas Seconded by: Robert Brem Motion Passed Unamimously (Brandon Wu/Advisory Vote: Yea)
5. Announcements – (5 minutes)	• Next Community of Practice Meeting: 12/7/22 from 12:30pm –1:30pm: Zoom Link • POCR Practice on Section C of the CVC Rubric: 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	
6. Adjournment	Meeting adjourned at 1:15PM.	

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