

DISTANCE EDUCATION



MINUTES

College of Alameda Distance Education Committee
 Wednesday, March 15, 2023
 12:30p – 1:30p
 Location: Zoom

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

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

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

<input type="checkbox"/>	Brandon Wu				
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AGENDA ITEM	DISCUSSION	FOLLOW UP ACTION
1. Call to order: Approval of Agenda – (5 minutes)	Meeting called to order at 12:35pm.	Motion to approve the agenda. Moved: Robert B. Second: Stefanie U. Motion Passed Unanimously
2. District DE Updates – (5 minutes)	The District DE Committee is working on two projects: 1) Drafting a job description for a District Instructional Accessibility Specialist, and 2) Discussing Title 5 updates in relation to AP 4105 on Distance Education.	

<p>3. Minutes from Previous Meeting – (5 minutes) A. Approval of Minutes from 2/15/23</p>		<p>Motion to approve the minutes from 2/15/23. Moved: Robert B. Second: Jenn F.</p> <p>Motion Passed Unanimously</p>
<p>4. Action Items – (5 minutes)</p>		
<p>5. Discussion Items – (35 minutes) A. Title 5 Updates to AP 4105</p>	<p>The District DE Committee is requesting local campus DE Committees provide feedback about updating AP 4105 to align with new changes to Title 5. Some of the changes involve legal language that cannot be changed, but there is a request to provide feedback on the Faculty Selection.</p> <p>Feedback on Faculty Selection:</p> <ul style="list-style-type: none"> • Make training opportunities accessible and flexible for faculty, especially adjunct faculty. • Leave room for faculty to complete homegrown trainings within PCCD or provide documentation of equivalent training outside the district. • Focus on both online teaching pedagogy and learning management system training. • Suggest ongoing training—not require it. • Clarify that faculty verify successful completion of trainings or active enrollment in one. The latter is helpful for last minute hires and granting flexibility. 	

6. Announcements – (5 minutes)	<ul style="list-style-type: none"> • Next Community of Practice Meeting: Wednesday 4/5/23 from 12:30 – 1:30p on Zoom • POQR Practice: Wednesday 4/12/23 from 12:30p – 1:30p on Zoom • Next DE Committee Meeting: Wednesday 4/19/23 from 12:30p – 1:30p 	
7. Adjournment		Meeting adjourned at 1:30pm.

Abbreviations:

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