

DISTANCE EDUCATION



MINUTES

College of Alameda Distance Education Committee
 Wednesday, April 18, 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		Stefanie Ulrey
<input checked="" type="checkbox"/>	Anthony Villegas	<input checked="" type="checkbox"/>	David Leitner		

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

<input checked="" type="checkbox"/>	Brandon Wu				
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AGENDA ITEM	DISCUSSION	FOLLOW UP ACTION
1. Call to order: Approval of Agenda – (5 minutes)	Motion to approve agenda Robert, dave L second.	Meeting Called to Order at 12:37p Motion passed Unan
2. District DE Updates – (5 minutes)	Jenn F: District DE discussing AP4105 updates align with title 5, continuing to advocate for accessibility expert, starting with one. News about DE Coordinators funded, currently district pays, district no longer paying for DE Coords, colleges will have to pay,	

<p>3. Action Items – (5 minutes) A. Approval of Minutes from 3/15/23</p>	<p>Robert motion to approve minutes, Anthony V second</p>	<p>Motion passed unan</p>
<p>4. Discussion Items – (35 minutes) A. Student Participation in Online Courses B. In-Progress Committee Goals</p>	<p>A. Jenn F: Instructor had unusual low amount of student participation. Best practices to recommend? Robert: Drops students not participating, sends sterns warning. Informs students via emails on expectations of course during intercession. Calls on occasion, offer zoom office hours. David: Gives beginning assignment that requires initial participation, does not think it increases participation. Send at least one message during semester to inactive students. Part of this is fake student issue and some nature of online education. Jenn F: Clear in f2f classes on who to drop whereas online more hesitant to dropping students. Anthony: Establish connection and relationship at start. Goes through orientation with them, summarize syllabus, info about self, skills required to have before and after class, tools they need, activities, Asks students to send text, has list of phone numbers, assigns study buddy, not drop but get them more involved JennF: Some kind of communication from student services to remind students of intercession classes they are enrolled in David: Send a checklist Brandon W: Inform students before school starts.</p>	<p>Robert:</p>

	<p>Brandon to Everyone 1:14 PM</p> <p>B I just want to motion there is number one the harsh reality that students are not being treated properly for the courses and when even this establishment for family putting is full size bull. I don't want to cuss. This is the concept of how we really know that in fact outlook (student email) and your personal email and we need to address that to students. I think that's the first step "we have extended so much." There is that role of how students need to be treated it's hard due to we can't even connect to the student in the first place. I think we should send an email about it" the students is like "what email or where it's at" the students and professors have this constant arguing.</p> <p>David: Some students just go to the To Do. Should we do research. JennF: Good project for next fall Robert: suggested owls and pigeons</p> <p>B. JennF: Have goal on student participation topic for Fall. Get someone from student services on DE Committee.</p>	
<p>5. Announcements – (5 minutes)</p>	<p>Jenn F: Next meeting, May 17 Robert moves to move meeting may 10, second David L</p>	
<p>6. Adjournment</p>		<p>Meeting adjourned 1:34p</p>

Abbreviations:

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

