

**MINUTES**  
**San Bernardino Valley College**  
**Distance Education Committee Meeting - POCR Onboarding**  
**October 16, 2020 1:00 pm—2:30 pm**  
**ConferZOOM**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/93873949680>

Or iPhone one-tap (US Toll): +16699006833,93873949680# or +12532158782,93873949680#

*Members present: Maha Al-Husseini, Davena Burns-Peters, Janet Courts, Rania Hamdy, Leticia Hector, Lisa Henkle, Guy Hinrichs, Rhiannon Lares, Maria Notarangelo, Adam Pave, Soha Sobhanian, Nori Sogomonian, Teri Strong, Sandi, Michael Torrez, Walters, and Margaret Worsley*

*Guests: Amber Wallick, Lindsey Hughes-Curtis, Gary Valladao, and Devin Bennett*

*Committee Charge: Advises the Vice President of Instruction regarding all issues related to online, hybrid, and/or ITV at the College. The committee functions as a visionary body, as a conduit for information between faculty/administration/students, and as a technology advisory body for issues related to distance education.*

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items</b>
Approval of Minutes:		
Accreditation visit	Accreditation visit went well. More last-minute documentation was asked for. We will see how the theme of accountability is applied to the campus, the committees, and our processes.	
POCR Onboarding	<p>Guests were introduced. The POCR process and Rubric was introduced, starting with the self-assessment process. Davena made a clear point that this is a vulnerable process, but a thoughtful one. Peer Reviewers are trained and are following a process. Primary and Secondary reviewers will be assigned. Preparatory documents were shared including a list of support workshops, checklists, important dates, etc.</p> <p>A separate checklist was covered which included concepts such as making sure images contained alt tags, proper headers, appropriately labeled tables, lists, and other accessibility prep items.</p> <p>The next step is for POCR Reviewees pick the course they'd like to put up for review. Everyone in this co-hort is related to CTE in some sort.</p> <p>Maria brought up the use of templates, either from SBVC or the CVC-OEI.</p> <p>Davena and Maria agreed that templates</p>	

	<p>are good for the creation of courses, not necessarily for re-vamping a course to prepare for the POCR review process. Amber asked about tactics for student and instructor interaction. Lindsay asked about Announcements and why those are not included. Upon discussion it was decided Announcements could be used and included.</p> <p>If anyone has questions, comments or concerns they are encouraged to reach out to the DE Leads.</p>	
Announcements		
Adjourn	2:11pm	