

**MINUTES**  
**San Bernardino Valley College**  
**Distance Education Committee Meeting**  
**December 16, 2022 10:00 am—11:30 am**  
[ConferZOOM](#)

Join from PC, Mac, Linux, iOS or Android: <https://sbccd-edu.zoom.us/j/96135084089>

Or Telephone-Dial: +1 646 931 3860 US Meeting ID: 961 3508 4089

*Members present: Maha Al-Husseini, Jennifer Bjerke, Armando Garcia, Rania Hamdy, Lisa Henkle, Stephanie Lewis, Maria Notarangelo, Adam Pave, Teri Strong, Michael Torrez, Margaret Worsley*

<b>Agenda Item</b>	<b>Discussion</b>
Call to Order:	10:03AM
Approval of Minutes:	N/A
Training – affirmation from Senate	<p>A discussion was made about what it means to be “prepared.”  Feedback included:</p> <ul style="list-style-type: none"> <li>- Being prepared generally means to have the knowledge and skills to complete the task effectively. In this case, understanding not only the technology but also the fundamental aspects of online teaching like regular communication with students, timing on feedback and more.</li> <li>- Fully trained, certified. Passed a course or series of courses. Completed a webinar or series of webinars.</li> <li>- Have strategies to facilitate peer-to-peer interaction in online courses. Have assignments that promote active learning online. Understand the meaning of regular and effective contact. Be able to make all documents and videos accessible and have a generally accessible course. Agree to continuously improve.</li> <li>- Loaded question. Off the top of my head, I will say this. Ability to set up an adequate online learning environment.</li> <li>- It means to be digitally competent so as problems arise, you can be flexible to meet our student needs. In addition, you need to recognize regular, effective and Affective contact with students.</li> <li>- Able to use Canvas effectively for the class material Incorporate regular and effective contact between students and with teacher Help students with Canvas</li> <li>- to understand and utilize the latest best practices, concepts, and teaching methods online to best support students in their learning and success online.</li> <li>- Being successful at what you need to do</li> </ul>

	<p>- To have completed an online program that is acceptable to the DE community</p> <p>- to have specifically focused knowledge to have an understanding of the material/topic</p> <p>Minutes were reviewed from the Academic Senate meeting on 11/15/2017 where the motion was made: “To adopt and implement the Online Teaching Verification Certificate process beginning Spring 2018. It is understood that this process will continue to develop to meet academic and accreditation needs as necessary.” Since this motion, Level 1 and 2 training has been established utilizing @One materials, Level 1 training has been negotiated by the union into our contracts as required “qualifications” to teach online, Level 1 training is now required by the Office of the VPI to teach online, and Level 1 training has been interpreted by the Distance Education Committee to fulfill the Title 5 language of what it means for a faculty to be “prepared” to teach online.</p> <p>Jenn commented on the equity component in Level 1, suggesting it needed to be revamped. Rania seconded this sentiment, and suggested renaming the equity piece to something revolving around “creating community and belonging to further equity in the classroom.” She pointed out this is in the new mission, vision, and values statement(s). We can adjust this in the current Level 1, then encourage faculty to delve further into these concepts by taking Level 2, <i>Equity &amp; Engagement</i>.</p> <p>A motion was made by Lisa, 2<sup>nd</sup> by Michael to reaffirm the required Level 1 online faculty training, including the evolving processes for continued professional development for those who teach online, as negotiated in the contract and required by Title 5. Unanimous approval.</p>
<p>Defining DE terminology</p>	<p>A discussion was had about student expectations and the technology they’ll be using within the classes they register for. Some in-person courses require online assessments or online assignments. Some in-person courses provide free textbooks, and those textbooks are only accessible online. These parameters need to be communicated to students when they register for a course. The committee will continue discussion around DE definitions and terminology when we return from the holiday break.</p>