

**MINUTES**  
**San Bernardino Valley College**  
**Distance Education Committee Meeting**  
**February 3, 2023 10:00 am—11:30 am**  
[ConferZOOM](#)

Join from PC, Mac, Linux, iOS or Android: <https://sbccd-edu.zoom.us/j/88961090266>

Meeting ID: 889 6109 0266 or One tap mobile: +16694449171,,88961090266#

*Members present: Maha Al-Husseini, Michael Assumma, Thomas Berry, Jennifer Bjerke, Davena Burns-Peters, Rania Hamdy, Lisa Henkle, Stephanie Lewis, Sheri Lillard, Maria Notarangelo, Adam Pave, Teri Strong, Michael Torrez, Margaret Worsley*

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items</b>
Call to Order:		
Approval of Minutes:		
CVC Phase 2 update	<p>Davena explained where we are at now in the process to become a Teaching College. We are at the forefront of completion to be completely in the exchange. The DE Committee, and the cross-campus faculty represented within, will be extremely useful in spreading the word about student opportunity through the Exchange.</p> <p>Rania suggested to meet with the DE Leads to create some sort of webinar, (video?) to share information out to other faculty and divisions.</p> <p>Sheri asked if the CVC Exchange has gone through Academic Senate, which Davena confirmed it was (back in 2018). Sheri also asked about workload and who is doing it... this committee? Just the DE Leads? Davena elaborated the back-end group effort</p>	
DE Definitions & Schedule recommendations – What determines “web enhanced”?	<p>Two pieces to the conversation:</p> <ol style="list-style-type: none"> <li>1. Definition of web-enhanced.</li> <li>2. Title 5 states we must be clear on how the course will be taken, and what the student will need.</li> </ol> <p>Michael said he thinks the magic word is "online requirements" for enhanced whereas traditional classes can be "optional online material." Members of the committee agreed, that “online requirements” could mean a digital textbook, an assessment,</p> <p>Sheri shared about an experience in October about schedule recommendations. A faculty member</p>	

	<p>brought it to the Faculty Chairs meeting, to get the note into the schedule before the students register. There was supposed to be a workgroup, which didn't happen. Sheri and her colleagues waited and waited and asked and asked</p> <p>The VPI needs to act on this immediately. We need very clear language before those first students register.</p> <p>Discussion continued around full transparency around what students will need to know upon registration. While we cannot list every piece of software or every online tool, we can use general groups or categories to communicate a general online need. The details could be communicated through other tools such as the Universal Access Point (UAP).</p> <p>The committee agreed these categories should be as simple as possible. This will help students and help streamline to management.</p> <p>Michael suggested, "Web enhanced – required online materials to be determined by the instructor."</p> <p>This was elaborated/revised to state:</p> <p>"Web enhanced – An in-person, on-campus course requiring access to online content, assessments, and/or submissions as determined by the instructor."</p> <p>Should also include a descriptive link to the Universal Access Point.</p> <p>Recommendation was made that the DE Leads present the UAP to the Chair meeting.</p>	<p>DE Leads will forward to the Office of the VPI.</p> <p>DE Leads will discuss training possibilities with Rania re: the UAP and presenting this to Chairs.</p>
Vote to support opening AP 4105		
Best practices around ChatGPT and AI posing		