**MINUTES**

**San Bernardino Valley College**

**Distance Education Committee Meeting**

**September 4, 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#

*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.*

Members present: Maha Al-Husseini, Michael Assumma, Jennifer Bjerke, Davena Burns-Peters, Colleen Calderon, Rania Hamdy, Leticia Hector, Lisa Henkle, Guy Hinrich, Maria Notarangelo, Adam Pave, Nori Sogomian, Soha Sobhanian, Teri Strong, Michael Torrez, Margaret Worsley, and Kay Dee Yarbrough

Student Ambassador: Stephanie Bell

Call to Order: 1:02PM

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| **Agenda Item** | **Discussion** | **Action Items** |
| Approval of Minutes: 8/21/20 | M: Nori 2nd: Jen, Approved |  |
| Welcome Student Senator | We have a student senator that will be joining us. Stephanie Bell took classes with both Davena and Soha, and is interested in attending meetings of this committee. She’s interested in learning about the perspectives of online education from the viewpoint of instructors. Stephanie is encouraged to bring information discussed in these DEC meetings back to the student body. |  |
| Restructure of Level 1 Training | Up to this point we have had a Level 0, Level 1, Level 2, and upcoming Level 3. Level 1 has been considered minimum training for faculty. The DE Leads have worked with Crafton about training reciprocity. Crafton has revamped their training over the summer, to combine level 1 and level 2 into one 5-week training. We might consider following Crafton’s lead by combining levels 1 & 2.  There was concern about those who have already taken Level 2 training. Or what accessibility would look like in the re-vamped Level 1.  Michael asked about 4-year “Quality Matters” training. Rania says Quality Matters was first, before the @One training materials. This is system-wide, which is the direction state governances are encouraging.  Rania motioned to create a sub-committee to look at revamping Level 1. Members for this sub-committee will include Lisa, Rania, Maggie, and |  |
| Revised DE Addendum | * Inclusion of equity statement |  |
| Student Online Page | Share development page  Colleen thinks we are setting students up to fail if we don’t require online training for them. Other schools do this. In the chat, Kay Dee suggested perhaps we build the training in with the Orientation when they enroll in the college. This was taken to the Matriculation Committee. While they were interested, they were ultimately opposed because it created barriers for students.  Members of the committee pointed out students are required to take orientation. Perhaps it could be included there? Or in Student Development courses…  Colleen is concerned because the above options would still not be required. |  |
| POCR Status | The five courses have gone through initial review, as well as accessibility review. Soft deadline is September 15th for alignment. We should be through the approval process with CVC-OEI by mid-October.  We need sessions in place where we can provide a training, then a time period for faculty to work on their course, then another training, then more time to work on course, with support along the way. Rania suggested to start with accessibility since it is on the forefront of everyone’s mind/building.  October 7th according to Leticia is when everything needs to be in the office for Board approval. So October 1st is a good deadline.  Rania pointed out we need to be careful with what we call the initial group, who will get paid through the grant, while others who do it down the road wouldn’t be paid. Perhaps we call it a “Pilot” group. Maggie asked the committee if the DE co-Leads could target recruitment for this pilot group towards CTE Faculty they have been working with through grant endeavors. General opinion by committee supports this.  Colleen thinks we need to have a defined process of what course approval looks like, so that stakeholders know what they are getting into. |  |
| Upcoming Training | Online Training Conference is a great conference. Please consider attending.   * OTC June 21-23, 2021 Long Beach, Ca * [Canvas Con](https://www.instructure.com/canvas/events/canvascon) October 15th * Academic Academy [Redefining Education](https://www.asccc.org/events/2020-10-08-180000-2020-10-09-230000/2020-academic-academy-virtual-event) October 8-9, 2020 * [POCR Norming Session](https://cccconfer.zoom.us/meeting/register/tZMqduGvrT8vsaF3NH5aIoWCpKWAQkvxrw) Tuesday, September 15 from 10am-1pm |  |
| Announcements |  |  |
| Adjourn |  |  |