

Meeting Minutes

San Bernardino Valley College

Online Program Committee Meeting

February 9, 2019

11:00 pm—12:30 pm

LA202 and ConferZOOM

Attendance: Davena Burns-Peters, Kay Weiss, Adam Pave, Maha Al-Husseini, Michael Torrez, Patty Jones, Lisa Henkle, Janet Courts, Terri Strong

Agenda Item	Discussion	Action Items
Approval of Minutes	Meetings shared with committee. No changes noted. Minutes approved.	
Online Teaching Conference-applications	Interest letter was sent out. Applications have been received.	Will follow up on the number of applicants received and send out another request if additional positions are available. If more applicants than spots available, the committee will review and make a selection.
Accreditation Team Review	Kay presented the Accreditation Standards PowerPoint. Committee was asked to assist in the process of review and assessment. A shared editing document was suggested to compile the feedback.	<ul style="list-style-type: none">• The PowerPoint will be added to the share drive.• Davena will send out templates, assignment list, link to previous accreditation review and results• Davena will create a shared document for committee members to provide their feedback• Feedback due by 3/22/19 and will be shared at next OPC meeting.
Website update	Website has been under review and mapping of pages is in progress. Committee was reminded to share their findings and suggestions. Adam shared old pages are still popping up. Davena and Maggie are looking at various websites to model	<ul style="list-style-type: none">• Committee to share any findings, errors and suggestions about what the revised website might look like• Committee to share any websites they find might

	<p>after. Committee was asked to share any site they find might suit our needs. Changes will be submitted to Paul.</p>	<p>be good to use as a model</p> <ul style="list-style-type: none"> • Davena will share the outline that has been created with the committee
<p>Student Success Tools Cranium Café Net Tutor NameCoach Notebowl</p>	<p>Cranium Café is in a holding pattern and waiting for clarification by the OEI contact. Net Tutor is in the process of establishing Rules of Engagement. Davena will be reporting to Faculty Chair meeting today and ask for departments to provide any specific rules they may want to put in to place. NameCoach is active and faculty are encouraged to use it. Maggie and Davena are trying to create a simple training for NameCoach. Notebowl is pending receipt of the code. Davena continues to follow up on this issue.</p>	<ul style="list-style-type: none"> • Davena will send out a link to the Net Tutor page to allow committee members to review the services • Davena will send out new OEI rubric to full committee for reference.
<p>POCR organization</p>	<p>Campus needs to start recruiting for POCR Team. Committee is invited to be a part of this process. Training is the challenge, but we may be able to get a training specific to our campus. In the meantime, faculty can have their courses go through Course Design Academy. Lisa expressed interest.</p>	<ul style="list-style-type: none"> • Committee members interested in being part of POCR or having course reviewed through Course Design Academy should forward that interest to Davena or Maggie. • Davena will send out a link for the next Course Design Academy orientation sessions •
<p>DE Email Address Change</p>	<p>DE now has their own sbccd email address. Communications in the future will be coming from the new address. The intention is to centralize information and create history for those in position in the future.</p>	
<p>Old Business</p>		

New Business/Announcements	Change of meeting dates: committee voted to keep the time of 1-2:30 and move days to the third Friday of the month.	
Adjourn	12:35pm	