

MINUTES
San Bernardino Valley College
Online Program Committee Meeting
May 17, 2019
1:00 pm—2:30 pm
LA202 and ConferZOOM

Attendees: *Maha Al-Husseini, Adam Pave, Davena Burns-Peters, Rania Hamdy, Lisa Henkle, Patty Jones, Teri Strong, Michael Torrez, Kay Weiss, Margaret Worsley*

Call to order: 1:15pm

| Agenda Item | Discussion | Action Items |
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| Approval of Minutes | No accountability for faculty who don't show up at meetings. RCC Dean? Rania reached out about tracking faculty through training. | Approved |
| Committee Surveys | Should have received a committee survey. Have to add OPC as a Committee under "Other." Please respond. | |
| Bootcamp Summer Training Planning (June 24-28, & July 22-26) | Contingent upon receipt of the grant. 89 Colleges applied. Possible collaborations—i.e. regional Bootcamps? Thinking hybrid-style; some work at home, some on-campus in the training session. Geared toward CTE instructors for the summer. Focusing on Level 0 and Level 1. Separately, planning for local POCR Training will start moving forward in the next few weeks. | Davena and Maggie will continue to plan as if we're receiving these funds. |
| CCC Annual Distance Education Survey | Kay has been working on the survey. Required every year, covers areas of DE and where we're at. Due on the 24 th , almost done. Out-of-State questions are an issue. Right now we're not tracking it. Need documentation | |

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| | <p>on exemptions. Working with Scott Thayer about this. Don't kick anyone out of your class, we're figuring out our exemptions. The DECO group is working on a State-wide approach, but this has not been finalized.</p> <p>Do we provide online proctoring? Yes! Starting in the Fall, we'll be using a portion of the Reading Lab. Coordination with Caleb of a schedule/details/proof of ID, etc. For example, students who live in Bakersfield could test here, and vice versa.</p> <p>DECO is working on definitions of what "Online" is... Fully-Online, Partially-Online, and Online that is Flexible</p> | <p>Kay is working with Scott about this.</p> |
| <p>DE Seminar: Flex Day (Aug. 15th)</p> | <p>Symposium style, hopefully a Keynote speaker, maybe some CVC-OEI leaders to present? They could possibly talk about the benefits of joining OEI. We could use the DECO demo of Student-to-Student Interaction for our day... and encourage faculty sharing ideas.</p> | |
| <p>Next Year Goals</p> | <p>Kay thinks as a campus we've got a year to get ready for Accreditation. Random sample of Spring 2020 DE classes (25-30 classes). Important Fall semester that we make sure all of our DE courses meet accreditation standards. Also website review is a critical component for this (do we offer training, can faculty access signup for training through our website? Etc.).</p> <p>Bi-monthly meetings next year: first and third Fridays of the</p> | <p>Work on a "checklist" that can be emailed to all DE faculty in the Fall. Will create open document for committee that can be added to. Kay suggested use Guide for Evaluating Courses.</p> |

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| | month, with caveat of Faculty Chair meetings not conflicting. Will look at making these more work-focused and productive. | Be prepared for a little bit of change. 😊 |
| Next Meeting | September 6 th , 2019 | Unless that's a holiday |
| Old Business | Online Conference in June—if you're going, make sure your hotel is booked. On the 16 th (the day before) there's a 4:30pm student panel. You're welcome to go and pay for your own hotel. We'll have a few people who will go and can share their notes. | Davena will dig into website and share the schedule. |
| New Business/Announcements | Bob Nash is looking for panel members about online labs, how faculty are doing that. Notebowl and Verisite phasing out. No plagiarism support right now. Rhiannon is looking into local options for us. DE Student Equity is lacking right now. Things like Veterans Services, DSPS, etc. are on-campus only. | Invite leadership from these areas to fill in Equity gap. |
| Adjourn | 2:10pm | |