**MINUTES**

**San Bernardino Valley College**

**Online Program Committee Meeting**

**November 15, 2019** **1:00 pm—2:30 pm**

**LA202 and ConferZOOM**

Committee Members present: *Maha Al-Husseini (MA), Davena Burns-Peters (DB), Lisa Henkle (LH), Rania Hamdy (RH), Teri Strong (TS), Michael Torrez (MT), Kay Weiss (KW), Margaret Worsley (MW)*

Call to order: 1:10pm

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| **Agenda Item** | **Discussion** | **Action Items** |
| Approval of Minutes | M: LH, approved |  |
| CTE Online Pathways Grant   * Award * Progress to date * To be accomplished * Conference Attendance * POCR Training * Professional Expert Position | AP asked about accessibility (section D of Rubric). How do we do this? Level 2 training will be exploring accessibility. Shawn from CVC has created video resources. LH asked about getting trained in accessibility. We can fund that (until June 30th). Accessibility is an equity issue. SSSP (Carmen) and Alicia Howarth(?) might be good people to talk to. District also has funds for equity.  The grant included an Instructional Designer. We haven’t been successful in getting someone hired. We’re working on it.  The other professional expert mentioned in the grant is a web designer. Davena has met with Matt at Guided Pathways about the vision of their website. It’s costing them around $14,000 to get that website done. They are identifying student tracks, and which programs and degrees are fully online. Possibly build in Quest, create a video for DE. Sierra College is sort of being looked at as a model. Also need faculty branch (training, resources, etc.). Paul has been contacted, we’ll put together a vision and a quote within parameters of the grant. Hopefully we can use the same individual who’s working on Guided Pathways. KW: do we need to have a separate contract in place with them? Yes. We’ll make this happen after December 5th. |  |
| Online Student Orientation Video: Update of Matriculation Committee Meeting | This committee has talked about how to incorporate student readiness into orientation. Matriculation is re-doing that video (scripting is done, waiting for final script before they record). We should be a part of that conversation. Yancy agrees. DB would like Quest included, this may not be possible. Discussion about getting RTVF involved to create short video of Online Pathways. |  |
| Brown Act Workshop: Discussion of impact for OPC   * Agenda posting * Zoom attendance | Some committee members went to the Brown Act presentation. Takeaways: OPC is not a committee under Senate but falls under College Council. Or does it fall under CC? (Chairs aren’t on CC) But we have a charge. We started as Ad Hoc but will move forward to operate under the Brown Act. Our Minutes and Agendas will be posted on the website for transparency. KW suggested archiving Minutes and Agendas after 3-4 years so as not to inundate the website with loads of Minutes.  Issue of Zoom meetings came up. We can add the Zoom link in the agenda itself. RH suggested using the same url. |  |
| Committee Charge and By Laws | We are not included in the APs. Perhaps to argue that DE is important, and here to stay, and valued... Should we have Bylaws? Consensus says no. If we shift to a working committee, that should be in the charge (not bylaws). KW: It’s not just instruction... we have to work with student services, matriculation, etc. Suggested a new committee charge be presented to Senate. | We can agendize a revision of the charge to include actions, plans, etc. of what should be included in the new charge. |
| POCR Kudos | Adam has completed POCR training! Hooray! Also Kathy Adams has completed POCR. Kathleen Calderon is enrolled now. A new round of POCR for Spring has been released. | Davena will forward spring POCR training dates to the committee if people are interested in signing up. You will get paid for your time (as long as this is before June 30). |
| Upcoming Trainings   * DE Training Schedule | Training sessions are filling up! Looks like we’ll have around 86 total faculty who have completed Level 1 Training.  The training process of online faculty training at Crafton was discussed, compared to ours. We’ve been in talks and will be committing to reciprocity between the campuses.  There’s a marketability for Adjuncts to get trained. It’s advantageous to be trained. MT suggested making a meeting with Sheri and Amy about all of these things. Make sure they don’t bring it up in a negative light. KW: Should we invite them to an OPC meeting? They represent faculty, so let’s make sure they’re hearing a balanced amount of voices. KW: maybe DE Leads could do presentation about the training. | Leads will get information to Rania about Adjunct Orientation. |
| Next Meeting   * Conflict with time | Would we like to meet at 2:30pm? Maybe hold the date? |  |
| Old Business | N/A |  |
| Announcements | None |  |
| Adjourn | 2:26pm |  |

Next meeting: December 6th at 2:30pm, unless the Agenda’s not strong enough.