**MINUTES**

**San Bernardino Valley College**

**Distance Education Committee Meeting**

**May 15, 2020** **1:00 pm—2:30 pm**

**ConferZOOM**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/464605884>

Or iPhone one-tap (US Toll): +16699006833,464605884# or +16468769923,464605884#

Or Telephone:

Dial: +1 669 900 6833 (US Toll) or +1 646 876 9923 (US Toll) Meeting ID: 464 605 884

*Members present: Maha Al- Husseini, Colleen Calderon, Janet Courts, Davena Burns-Peters, Rania Hamdy, Leticia Hector, Lisa Henkle, Patricia Jones, Adam Pave, Teri Strong, Michael Torrez, Margaret Worsley*

*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.*

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| **Agenda Item** | **Discussion** | **Action Items** |
| Call to Order: | 1:04PM |  |
| Approval of Minutes: 5/1/20 | Upon adding Patty Jones as attended last time, approved. |  |
| Committee Meeting dates for Fall: stay 1st/3rd Fridays? | We’ll keep the same meeting sequence on 1st and 3rd Fridays at 1pm. Next official meeting would be August 21st, 2020. |  |
| Local POCR   * Communication to Reviewees * Review Timeline | Interest for summer Review help responses include: Adam Pave, Michael Torrez, Maria Notorangelo, Lisa Henkle.  We’ve submitted for Board approval (40-hours of work). Maria will be part of the review team, as well as having a course reviewed. Five courses to review. All of these faculty have been POCR-trained. Next task is to formalize communication to everyone—provide them with the Rubric, create Mastershells for them, give guidelines. Asking for their courses for submission by June 14th, so that we can start the review process on Monday, June 15th.  Rania asked about the turnaround time. The Committee is aiming for mid-July. That would give us time, until mid-August, to verify the norming process with the CVC-OEI.  Teri asked about dividing into sections—i.e. a Team on Section A, B, C, etc.  We’re creating this process… for this round, if everyone has a course that they review, but also keep in mind an area of interest (section A, B, C).  Timeline for review was discussed… it should take a week to review one course as a primary reviewer. Then another 10 hours to be a secondary reviewer on the other courses.  We can discuss what we like/dislike about this process once we’ve gone through this Beta batch. More details on what reviewing will look like was discussed.  Leticia reminded the committee that the amounts were approved as stipends, so splitting time is not really an option (i.e. we can’t have someone doing 5-hours of work, and someone else doing 50-hours of work).  Davena had a question about a possible meeting somewhere in mid-process? There was support on the idea of a meeting.  Michael wanted clarity on deadlines: start date, and deadline for review. Davena: is it reasonable to give primary’s a 3-week window. That would give another week for secondary’s. So June 15-July 5 for primary review, July 6-12 for secondary review. Communication with faculty for review after July 13th.  Support CTE faculty in review process will be needed, especially as our norming process becomes solidified, and the Pathways grant expires. We’d get the new cohort in, hold some workshops about the Rubric sections, they are sent off to work on their Sections, so that when they turn their course in, it’s as organized as it can be. Rania proposes giving them options (i.e. between 9am and 1pm), and/or appointments. We will aim for the first date to be in September. |  |
| DE Addendums for Fall |  |  |
| Conferences and Training  -Attendance Plan | The Online Teaching Conference (June 17-19) has gone virtual. And it’s free. J Still need to register so they can send you the links to the sessions. Rania said they’re doing something similar to what they did with Can-Innovate. Everything will be recorded for those who can’t attend live. We will be doing a “poster” session about the grant (probably a video). Once we know more details, we’ll share our section about that. Davena would like to highlight how we’re making this POCR process part of an already-established committee. |  |
| CTE Online Pathways Grant | DE Leads went to CVC-OEI session this morning for updates. Emphasis was made that quality of courses/instruction should still be prioritized, even during this time. Five more campuses have been POCR-certified. Students will benefit from this structure!  We’re working on POCR training swag.  We’ve had quite a few from DEC sign up for POCR training, including Maha and Nori. Davena has opened up POCR training registrations for new SBVC DE Committee members.  Teri was looking for courses to take this summer through CVC-OEI, but they’re all full. Does she have to wait until November? Basically, yes. But we are already providing much of the material these courses cover in Levels 1 & 2 of our own local training.  Rania is bringing Shawn Valcarcel to talk about humanizing online teaching. |  |
| Announcements |  |  |
| Adjourn: 2:17PM |  |  |