**MINUTES**

**San Bernardino Valley College**

**Online Program Committee Meeting**

**September 18, 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#

*Members present: Jennifer Bjerke, Davena Burns-Peters, Colleen Calderon, Janet Courts, Rania Hamdy, Leticia Hector, Lisa Henkle, Guy Hinrichs, Maria Notarangelo, Adam Pave, Soha Sobhanian, Nori Sogomonian, Teri Strong, Michael Torrez, Margaret Worsley, and Kay Dee Yarbrough*

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| **Agenda Item** | **Discussion** | **Action Items** |
| Call to Order | 1:03pm |  |
| Approval of Minutes |  |  |
| Revised DE Addendum | Inclusion of Equity Statement (number 10), took out repetitive questions, clarified terms of platforms (i.e. Fully-online, Partially-online, etc.).  Maria asked if the DE Addendum addresses synchronous/asynchronous components… it does not.  Adam asked about the wording of OPA, which does not include synchronous verbiage. Davena clarified that synchronous components would be indicated on the schedule locally, and that these definitions were taken from the ASCCC definitions for consistency.  Motion by Jen to support, 2nd by Soha. Approved. | Kay Dee will input form to CurricUNET immediately. |
| Regular and Substantive Contact definitions, guidelines | <https://www.valleycollege.edu/online/faculty-resources/reg-effective-contact.php>  Regular and Effective contact definitions and examples were originally put up by Jack. They have been updated slightly by Davena and Margaret. The De-Leads are not sure if these have ever been sent to the Academic Senate.  Rania thinks the strongest foot to stand on is the Title 5 wording, and should bring to Senate as established.  Maria noted these examples of what communication looks like are good, but will change as technology changes.  Rania gave an example of sexual harassment law and training.  Colleen thinks we can add an addendum to provide examples that can evolve.  Davena mentioned we don’t want to be prescriptive, as that is not under our purview, i.e. with Peer Evaluations.  Motion from Colleen, 2nd by Jen to use what is on the website as the recommendations from Title 5, with current examples to be included on our recommendation to Senate.  Rania made a friendly amendment to consider it a living document, that is reviewed regularly. Perhaps rename from “Addendum.” That term is already used, tied to Curriculum. “Local applications” is the name of the document with examples. |  |
| Prep Committee members for Workshop Training | <https://sbccd.sharepoint.com/:w:/s/SBVCDECoordinators/EQYTolqU2a9Ovhz5pz8qJMkB8hitTKBDtuE0y2NIkcfmLw?e=KOgS8z>  Had a soft deadline of courses to be “fully-aligned.” Faculty are generally overwhelmed right now because of the pandemic, and we will extend the deadline to figure out a more reasonable date. That being said, we have plans for a new local POCR cohort in the Fall. This may seem unreasonable, but we should take advantage of CTE grant funds, and consistency of process.  Davena introduced the newly designed POCR Resource Guide. Should have timelines, workshops, training pages, etc. as a resource for committee members and reviewees.  Phase One , Phase Two, Phase Three, Phase Four with timelines.  Rania suggested doing Jen’s idea of some kind of kickoff. This would also help clarify what POCR is (and the card-playing references).  Looking for CTE faculty who have completed Level 2 to recruit. Other disciplines would qualify, especially if their classes are taken by CTE students.  Rania made a motion to give the blessing for a Level 3 as a local Peer Online Course Review (POCR) process as presented by the DE Co-Faculty leads. |  |
| Announcements | Rania shared <https://edu.pixton.com> which Harvard is using, almost as a Bitmoji alternative.  @One has opened schedule for Fall courses. There’s one on Equity in the online classroom. Their courses run around $85. We might be able to help with grant or PD funds. The more of us who take those types of trainings for that background is good.  ACUE courses are being taken by some SBVC Faculty. There are two courses being offered in October, if you’re interested in taking, please let DE-Leads know.  Margaret went to the TESS Tech Committee yesterday. She will share her notes from the meeting with the DE Committee. Mentioned the training suggested by TESS about cyber security.  DE Leads have reached out to the new Dean.  Leticia reminded everyone that SBVC is in the top 10 of online Colleges in California. |  |
| Adjourn | 2:28pm |  |