**MINUTES**

**San Bernardino Valley College**

**Online Program Committee Meeting**

**April 17, 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

*Committee Members present: Maha Al-Husseini, Davena Burns-Peters, Rania Hamdy, Leticia Hector, Lisa Henkle, Patty Jones, Adam Pave, Roger Sadler, Soha Sobhanian, Teri Strong, Michael Torrez, Margaret Worsley, Kay Dee Yarbrough*

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| **Agenda Item** | **Discussion** | **Action Items** |
| Approval of Minutes: 4/3/20 |  |  |
| DE Training Status  -Training over the past couple of weeks  -Webinars  -Trainings for summer | Mondays and Wednesdays Rania and Rhiannon are hosting an open lab. DE has been hosting open lab on Thursday.  We hosted a webinar today on Regular & Effective contact. Training is adding dates for summer (with higher capacity), with the possibility that we may still be in this situation during Fall semester.  Teri asked since folks for the summer need to be trained, if the summer schedule has been done, is there room for faculty who aren’t trained yet? Davena says no, that’s what more reassigned (summer) time will be for (next agenda item). | These will continue.  We’ll likely add another course or two, and split the large course (with 50 people in it). |
| DE Faculty Co-Lead Reassign Time | A load increase has been requested from the VPI to increase both leads to 80% through the summer, and possibly into Fall to complete progress on the grants. |  |
| CTE Online Pathways Grant  -Budget Status  -Current Actions | Grant has been extended until December 31st. Money has been reassessed. Increasing reassigned time, increasing capacity for faculty stipends for research and grant goals, purchase of software. Rania suggested consulting with Rick Hrdlicka first before proceeding on the purchase of hardware. | DE Leads will be meeting with Girija and Joanna next week about financials. |
| Conferences and Training  -Attendance Plan | Was $90,000 of our budget. Has been put on hold. We’ll know if the Online Teaching Conference is still happening or will be virtual, likely by May 1st. |  |
| DE Addendum | About a year and a half ago we introduced the new DE Addendum form. We got it approved through Curriculum Committee, then Academic Senate, then office of VPI. Form has been used since then. But given where we’re at now, particularly with the State Chancellor’s office, we’ve adjusted the Addendum to make it better/great. We’re also adding an Emergency DE Addendum.  Patty asked about the CTE software… will CTE faculty be notified? Davena said it’s open to all CTE courses for the grant (with that CTE Top Code). Patty asked if an email will go out to faculty telling them software is available. Patty suggested a Zoom meeting to inform faculty about this. Kay Dee mentioned ELECTR they need to buy software.  There are some courses which cannot be taught completely online (i.e. Phlebotomy), so the conversation continues about the face-to-face component. We as a campus haven’t been looking at this as an option yet, but perhaps as a committee we can be advocates for these courses. General consensus seems to be a thumbs up of support from the committee. | Curriculum team will work through the summer to approve courses.  The Leads will email faculty about software available through grant, and will try to set up a Zoom info session about this. Consulting with Rick will happen before moving forward. |
| POCR  -first round of training  -POCR Classes for Summer | Michael Torrez and Teri Strong are in POCR training right now. They are having a positive experience.  Upcoming POCR training sessions: 7/6, 7/20, 8/3, 8/17 Link to registration was shared in chat and will be distributed (emailed) to OPC members. Maha asked how long POCR training is… 4-weeks.  Hopefully we’ll be a POCR-certified campus early or mid-Fall. The plan as we’ve talked about will have a Beta batch of 3-5 courses. |  |
| Announcements | Rania mentioned talking with Shawn about humanizing DE.  Watch for an email about design and Templates. | PD and DE will work on getting him to give some webinars. |
| Adjourn |  |  |