

***Minutes***  
**San Bernardino Valley College**  
**Distance Education Committee Meeting**  
**September 20, 2024, 1:00 pm-2:30 pm**

Join from PC, Mac, Linux, iOS or Android: [ConferZOOM](#)

Or Telephone-Dial: (669) 444-9171 Meeting ID: 882 6026 1122

<b>Committee Members</b>		
Al-Husseini, Maha- <b>PRESENT</b>	Assumma, Michael- <b>PRESENT</b>	Berry, Thomas (guest)- <b>PRESENT</b>
Brown, Robert- <b>PRESENT</b>	Coats, Cherishea- <b>PRESENT</b>	Galindo, Kadir- <b>PRESENT</b>
Garcia, Armando	Gergis, Nader- <b>PRESENT</b>	Hamdy, Rania- <b>PRESENT</b>
Henkle, Lisa- <b>PRESENT</b>	Homier, Samantha- <b>PRESENT</b>	Lillard, Sheri
Notarangelo, Maria (guest)	Pave, Adam- <b>PRESENT</b>	Strong, Terri- <b>PRESENT</b>
Torrez, Michael- <b>PRESENT</b>	Burns-Peters, Davena (Faculty Co-Chair)- <b>PRESENT</b>	Lewis, Stephanie (Admin. Co- Chair)- <b>PRESENT</b>

*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.*

<b>Agenda Item</b>	<b>Discussion and Action Items</b>
Call to Order:	
Approval of Minutes: 9/6/2024	Minutes presented to committee and approved unanimously.
Annual Review of DE Committee Charge <ul style="list-style-type: none"> <li>• Review proposed changes to charge</li> <li>• Welcome additional feedback on changes</li> <li>• Adopt new charge</li> </ul>	<p>The committee was presented with draft versions and language for consideration in updating the Committee Charge. A discussion was had regarding language options, intention, and desires to have the charge better represent current practices, be more inclusive, and related to removal of barriers for students. Four drafts were presented to the committee. The committee reached consensus on a modified version of Draft Option #4.</p> <p><b>Motion to adopt new charge:</b> Maha Al-Husseini, seconded by Thomas Berry. Approved unanimously. The charge is now as follows.</p> <p><b>Committee Charge:</b> Advises the Vice President of Instruction regarding all modalities of Distance Education offered at the College and identifies methods of access, resources, and support systems that create an inclusive and equitable learning environment and eliminate barriers for all students. The committee</p>

	<p>functions as a visionary body, as a conduit for information between faculty, administration, and students, and as a technology advisory on matters related to distance education.</p> <p>This change will be shared and updated as appropriate across campus.</p>
<p>POCR Update</p> <ul style="list-style-type: none"> <li>• Xochi confirmed to attend 11/1/2024 meeting from 2:00-3:00 pm</li> <li>• Course alignments completed by 11/1/2024</li> <li>• POCR Norming Session: September 26, 2024</li> </ul>	<p>Confirmed Xochi’s ability to attend DE Committee Meeting on 11/1/2024 from 2:00-3:00 pm for the last review of courses before local POCR certification can be granted. A meeting invitation has been sent to Xochi. All committee members are welcome to remain for the later part of the meeting with Xochi, but POCR trained faculty and committee members specifically should attend.</p>
<p>DE Training Update Schedule</p> <ul style="list-style-type: none"> <li>• L1 Revise</li> <li>• Refresh Revise</li> <li>• L2 Reestablish</li> </ul>	<p>The committee discussed the need for updating the DE Level 1 Training and Refresh training on a regular basis to maintain currency with regulation, accreditation standards, and effective practices. The recommendation was to update trainings on a three-year cycle, which was supported by the committee. While no official motion was made but there was committee consensus. Level 1 training was last updated Fall 2021 and is due for another refresh, specifically to address RSI in greater depth and update accreditation standards. The DE Faculty Lead will discuss possible support for the workgroup efforts as the last update was supported. The committee members will be asked to support the review and update with four members being identified as a base number.</p>
<p>New Business for Future Action:</p>	
<p>Next Meeting: <b>October 4, 2024</b></p>	