

**MINUTES**  
**San Bernardino Valley College**  
**Distance Education Committee Meeting**  
**March 3, 2023 10:00 am—11:30 am**  
[ConferZOOM](https://sbccd-edu.zoom.us/j/88961090266)

Join from PC, Mac, Linux, iOS or Android: <https://sbccd-edu.zoom.us/j/88961090266>

Meeting ID: 889 6109 0266 or One tap mobile: +16694449171,,88961090266#

*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.*

Members present: Maha Al-Husseini, Michael Assumma, Thomas Berry, Davena Burns-Peters, Rania Hamdy, Stephanie Lewis, Sheri Lillard, Maria Notarangelo, Adam Pave, Teri Strong, Michael Torrez, and Margaret Worsley

Agenda Item	Discussion & Action
Call to Order:	10:04AM
Approval of Minutes from 2/3/23	Approved
Vote to support opening <a href="#">AP 4105</a>	<p>After legal consultation, some language has been recommended for this AP to include purview of the Academic Senate, as well as the inclusion of required training for online faculty. The DE Committee is mentioned in the contract. The issue of new faculty options for training was discussed, with the DE Leads assuring they are working on a resource for Deans and Chairs in the onboarding process for new DE faculty. Adam pointed out that this AP is very general and not faculty-oriented. He'd like to see some direct language reflecting the requirements of training for faculty. Davena agreed that our AP is very technical and has essentially nothing about instruction in it. So additions will be robust.</p> <p>Motion was made by Adam, 2<sup>nd</sup> by Thomas to recommend opening AP 4105. Davena will bring this to PPAC and move forward.</p>
POCR norming session(s) update	<p>Davena gave an update on the holding pattern our current local POCR process is currently in. We have some revisions in the CVC system that continue to remove the bottle-necking. They are essentially just supporting campuses in POCR review. They've streamlined POCR certification for campuses. POCR norming sessions are where various POCR stakeholders come together and discuss implementation issues and processes. There is new language in the CVC consortium contract which requires campuses to prioritize building and implementing local POCR. Davena has forward(ed) POCR norming session dates to DE Committee members if they feel inclined to attend.</p>
DE Training Refresh Recommendations - UAP?	The DE Leads described to the committee the history of online faculty training, explaining that an evolving plan

<ul style="list-style-type: none"> <li>- Uploading Syllabi – somehow through UAP?</li> <li>- Regular &amp; effective interaction</li> <li>- Accessibility</li> <li>- What’s new in Canvas (that you didn’t know you could do)</li> <li>- CVC Rubric (reminders about module structure, announcements, keeping the course WITHIN the course, etc.)</li> <li>- Use most CURRENT Title 5 language, and what the accreditation standard(s) is/are.</li> <li>- Humanizing elements</li> </ul>	<p>has been within the systemic vision from the beginning. To this end, the three-year mark has arrived and it is time to create a “Training Refresh” to build upon Level 1. The committee talked about the listed recommendations as well as potential format for the training fresher course.</p> <p>Rania would like to see us on a rotation timeline. We knew level 1 would need a refresh every 3-4 years (then Covid happened). If we could get everyone on a cycle that’d be great. What would be most important for self-paced would be for our adjunct faculty. But for our full-time faculty, that is why In-Service days exist. Everybody could get reset at that point. Then we have a cycle. We only have to do a refresh every 3 years. They were successful with EEO training for several years. They knew when everyone got hired and were able to create a timeline.</p> <p>Discussion was had about syllabus availability, both in the Canvas shell and the UAP.</p> <p>Nitty gritty items... get a list of all full-time faculty who have not taken Level 1, and say “hey, we’re doing this refresher, you should probably take Level 1.” For those who won’t or don’t want to, Rania could set up an alternative session for them. The DE Leads and PD Coordinator will get together to plan/map out with this refresher training will look like for one of the upcoming In-Service days.</p>
<p>New Business</p>	<p>Adam and other faculty have noticed and identified fraudulent students. This is a big issue. He lost almost half of his students, which are spots in the class that other, actual students could’ve taken. These are students who did minimal work. Adam was able to remove some through course policy.</p> <p>Sheri agreed that this is important, but isn't this issue a VPI/District/TESS issue, and not the purview of this committee? They need to "fix" their processes for enrollment? The DE Leads agreed. DE Leads sit on TESS and will bring forth recommendations from the VPI and TESS as we move forward. It was pointed out the ChatGPT is being utilized and embraced by some faculty and students on campus in an important, ethical, and progressive way.</p> <p>Rania gave an update on ChatGPT, ethical training, and uses of it. This workshop has nothing to do with bot students.</p> <p>Davena brought up the definition of web-enhanced as well as DE definitions as a whole. We’ll come back to this committee to re-establish language for new definitions. Will make sure the spirit of the definitions aligns with Crafton, these definitions do not have to be word-for-word identical.</p>

