

**MINUTES**

**San Bernardino Valley College**

**Distance Education Committee Meeting**

**October 15, 2021 10:00 am—11:30 am**

**ConferZOOM**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/99740785176>

Or iPhone one-tap (US Toll): +16699006833,99740785176# or +16468769923, 99740785176#

Or Telephone:

Dial: +1 669 900 6833 (US Toll) or +1 646 876 9923 (US Toll) Meeting ID: 997 4078 5176

*Members Present: Maha Al-Husseini, Jennifer Bjerke, Davena Burns-Peters, Janet Courts, Rania Hamdy, Leticia Hector, Lisa Henkle, Guy Hinrichs, Maria Notarangelo, Adam Pave, Nori Sogomonian, Teri Strong, Michael Torrez, and Margaret Worsley.*

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items</b>
Call to Order	10:04 AM	
Approval of Minutes:		Approved
Develop local camera policy - <a href="#">See Chancellor's legal opinion</a>	<p>A robust discussion was had interpreting the Chancellor's recommendations, and assessing what best practices to promote on our campus for our students. Acknowledging that online learning is not the same as face-to-face learning, that being on camera can have a serious impact on mental health, and that respecting students privacy is necessary (this is an equity issue for those who may not want to share their environment). Lisa asked about Proctorio, and if it was an invasion of privacy. Jen mentioned calling students by name as a form of engagement, which doesn't require cameras turned on. Davena brought up the concept of choice or options for students. If an instructor is going to require cameras on, students should be notified in advance, ideally in the syllabus and possibly even the schedule. Training on design is needed. Adam said students take online classes for specific reasons, maybe they don't want to be seen.</p> <p>It was suggested to create a Syllabus example for what camera best practices could be. This wouldn't be called a Camera Policy, rather something like, "How We Use Cameras in our Classroom." Would have dates listed. Could also include instructions on how to change a Zoom</p>	

	<p>Background (can even be done on a phone).          Could use an example for Public Speaking class? Could also incorporate Universal Access Point suggestions.          Could provide best practices for synchronous, asynchronous, hyflex, and hybrid platforms.          Could also have best practices for privacy (e.g. not requiring a real picture for their profile picture).</p>	<p>DE Leads will start a mockup of best practices for Syllabs camera use.</p> <p>Rania will get the ball rolling with workshops about student privacy.</p>
POCR application update	Rania says Home College is back on the Chancellor's radar. Suggested the DE Leads remind faculty that we are a home college.	DE Leads will send an announcement to all faculty sometime in the Fall semester to re-introduce the CVC Exchange.
DE Equivalency rubric	The DE Leads brought forth the unofficial scenario of creating a DE Equivalency rubric. There may be an issue in the future if this equivalency process is taken out of the hands of faculty and into those of the campus VPIs. DE Leads from both campuses will be meeting next week to collaborate on a rubric. Academic Senate may need to be involved as this involves faculty purview (the Equivalency process).	SBVC DE Leads will be meeting with CHC DE Lead to continue talks about this issue.
Announcements	N/A	
Adjourn	11:20 AM	