

MINUTES
San Bernardino Valley College
Online Program Committee Meeting
November 6, 2020 1:00 pm—2:30 pm
ConferZOOM

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Members present: Cherishea Coats, Leticia Hector, Lisa Henkle, Maria Notarangelo, Adam Pave, Soha Sobhanian, Teri Strong, Margaret Worsley, Kay Dee Yarbrough

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.

Agenda Item	Discussion	Action Items
Approval of Minutes:	No changes needed. Minutes approved by consensus	
Regulation Updates <ul style="list-style-type: none"> • CCC Legal Opinion Camera Use • New Department of Education Rules for monitoring REI 	<p>A legal opinion was sent out from the State Chancellor's Office (attached) about the legal use of cameras. Are we allowed to require use of cameras? Some items mentioned in the memo are Academic Freedom, privacy for students, FERPA, and the Americans with Disabilities Act (ADA).</p> <p>Recommendations from State Chancellor's Office: Cameras should be optional for online classes, if cameras are required, it can only be required for a minimum period of time with adequate notification from the faculty to students about this requirement. The legal opinion also states that there must be an opt-out method so faculty should have an alternative option for students and students should be encouraged to use visual backgrounds. Please be mindful when using cameras as a requirement in online classes. Leticia Hector asked whether we are going to be adding wording to syllabi. She would like the committee to develop a cheat-sheet on this topic.</p> <p>REI: In addition, the Chancellor's Office legal opinion, accreditation questioned the idea of verifying regular and effective communication between faculty and students. How is</p>	<p>Davena Burns-Peters and Maggie Worsley will be meeting with the VPI about this issue.</p>

this equivalent to checking up on faculty teaching face to face? In conducting some research, Davena found a section in an article (attached) that mentions monitoring. This does not go into effect until January 2021, but this is something we need to consider. There need to be conversations about the contracts with the Union. Rania – Who is monitoring and how much monitoring is needed? Members of the Accrediting Team were not allowed access to several items in Canvas after a class is archived. What do archived classes contain or don't contain? Rania recommended reaching out to Cherishea and Rhiannon.

What does regular and effective interaction mean? How many times a week does that equal to? Do we have to interact more frequently for a larger unit class? The conversation across the systems believes that each individual campus needs to define what regular and effective interaction looks like. Rania Hamdy - It is not feasible to train every faculty member. When will we start requiring training for this? Should we wait until after the pandemic? Leticia – how long do we allow students to be in classes with faculty who have not received formal training? Maria Notarangelo – Is there a shorter, self-paced option? Maggie doesn't see anything that is self-paced should be the requirement. Leticia thinks that in this time of a pandemic, what can we realistically require that will ensure the quality is there for our online classes? Davena – should there be a Level 1 training and then an emergency Level 1 training? Can this be held on an Inservice day? Michael Torrez presented in the chat an idea about creating an exam to test faculty's knowledge of teaching online. This test should be performance based, but it will take

	<p>time, energy, and manpower to create this tool.</p> <p>Committee recommendation:</p>	
<p>Accreditation</p> <ul style="list-style-type: none"> • Discussion with Dina • Potential Issues 	<p>Tabled</p>	
<p>Consortium Update: see notes taken</p>	<p>The CVC opened by discussing the stake holders, including 24 colleges, 56 leader colleges, it's basically becoming all inclusive. Awaiting tech decisions for all colleges, partnered up with College Buys to gain discount rates for tools and tech. Provided a demo on what the exchange looks like from a student perspective. Still gaps in the system, some parts are not set up yet. No system wide prerequisite or advisory standards, it is all set up by the home college. Discussed various advantages on what it means to be a part of the consortium, we have been able to apply for grants and pull data. There's a new master agreement from the CVC that came out this week. Essentially, a consortium college has been turned upside down because of the approach by the chancellor's office trying to support the entire system instead of the CVC. There are some perks trainings, but tools and student success tools, there will no longer be an advantage. Davena provided a list of software that may not be available in the near future.</p>	
<p>AP: review recommendations for changes</p>	<p>The Academic Senate is reviewing APs and BPs. AP 4105 is up for review this year and Nori Sogomonian is sitting on the review committee. The main question that came up is the use of DE, both Maggie and Davena recall having this conversation last year and it should say Distance Education, not Distributed Education. In looking over this, Davena had some points of feedback on the AP. They should look at Title 5 – 55204 to look at Instructor Contact. There was a change in 2018 that needs to be reflected in the</p>	

	<p>updated AP. Recommending adding student to student interaction. If we keep referring to Title 5 for training, then our AP should reflect similar wording? Do we look at regular and effective contact or do we leave it generic? Per Title 5 55208, instructors shall be prepared to teach distance education and Davena is recommending adding this to the AP, as well.</p>	
<p>DE Training: combined course changes</p>	<p>Required training – We are heading towards the path to require DE training prior to faculty teaching online classes.</p> <p>Leticia - If we are requiring the training for the Fall, what's the minimum level to accept? Maggie believes that Level 1 should be required, this training includes Title 5, and all information faculty are responsible for before teaching online. Though this course is rigorous, will there be enough time for all faculty to have taken this training by Fall 2021? Do we approach this where everyone must be trained to teach online, or only those who desire to teach online?</p>	<p>Rania recommends sending out a survey to get feedback from faculty on what they feel is needed for quality assurance in teaching online. She would like to see what additional Professional Development trainings are needed.</p>
<p>Announcements</p>		
<p>Adjourn</p>	<p>2:16 p.m.</p>	