MINUTES
San Bernardino Valley College
Distance Education Committee Meeting
February 4, 2022 10:00 am—11:30 am
ConferZOOM

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

Members Present: Maha Al-Husseini, Michael Assumma, Thomas Berry, Jennifer Bjerke, Davena Burns-Peters, Cheriseha Coats, Janet Courts, Rania Hamdy, Leticia Hector, Lisa Henkle, Maria Notarangelo, Adam Pave, Soha Sobhanian, Nori Sogomonian, Teri Strong, Michael Torrez, and Margaret Worsley.

Agenda Item	Discussion	Action Items
Call to order	10:03am	
Approval of Minutes: 12/3/21	Notarangelo motioned, Henkle 2nd	
Review of campus Mission, Vision & Values (per Joanna Oxendine)	A poll was launched with several prompted questions including: 1. Does this statement(s) define who we are as an institution? 2. What is working well? 3. What improvements can be made? 4. What improvements can be made to more explicitly express our goals in diversity, inclusion, anti-racism, and equity? 5. Any suggestions for wording of our Mission, Vision, and Values? The committee took the entirety of the meeting to provide input on the above questions, with up to 200 words max per question.	DE Leads will compile feedback and upload to ShareDrive as directed by Institutional Research.
CVC and DECCO Updates - Title 5 updates	Platforms. Power to the student of choice with how they take the course, assessments, etc. Proctored exams, synchronous meetings, etc. DE Leads are following the process through DECCO updates. We are likely looking at publication applications in the Fall. Will likely need to be shared soon with Chairs and Deans when the time comes. Universal Access Point – April 12th - Rania mentioned this is happening and UAP could be included in this training. This is information that you need to know exists. Assumma suggested a short YouTube video posted for ease of access.	UAP will be included within upcoming institutional PD.

Scaling POCR/Quality Advisory Committee Feedback before 2/9 on course design rubric (equity within vs. separate section)	DE Leads are part of an exclusive advisory workgroup on how to better scale the POCR process. Consistency of reviews, etc. has been discussed. Have been looking at a scoreboard to measure the quality of our courses on a campus. Looking at 2 things: 1. looking at the CVC Course Design Rubric and determining if changes are needed (i.e. accessibility and equity), and 2. Course Design and instructor preparedness and ability to teach online. Faculty have to know how to get into Canvas, publish a module, send an announcement, design choices, etc. Broken down 3 levels of instructor qualifications: 1. All technical based; Canvas basic skills, 2. Theory and the "why" behind using tools, 3. Design choices (e.g. communication based on needs of students and content). These instructor competencies will likely be solidified and outlined soon, which will come to our campus where we can choose whether to adopt these competencies. Accessibility and Equity components can be added into instructor preparedness.	DE Leads will continue to attend these meetings, and keep the committee informed of future evolvements.
POCR: CVC Updates - More than 3 courses	It is becoming apparent there are more than two rounds of review by the CVC for the local POCR process. This makes our POCR application process more time-consuming as consistency is sought. We as a campus are still waiting for our first 3 courses to be accepted. It has been a year since we started our POCR application. Perhaps the pandemic can be a scapegoat.	DE Leads will continue to keep the DE committee informed of our status in the queue.
Announcements	Library is having "Meet the Library" sessions Mondays at noon as a basic introduction to Library resources online. Remember you can always have a librarian come to your class. Rania had a question about the student orientation. Margaret informed the committee that the workgroup has not yet met this semester, but an update would be ready by the DE Committee's next meeting.	
Adjourn	10:53am	