MINUTES
San Bernardino Valley College
Online Program Committee Meeting
February 5, 2021 1:00 pm—2:30 pm
ConferZOOM

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Members present: Maha Al-Husseini, Michael Assumma, Jennifer Bjerke, Davena Burns-Peters, Colleen Calderon, Cherishea Coats, Janet Courts, Rania Hamdy, Leticia Hector, Lisa Henkle, Guy Hinrichs, Dina Humble, Richard Jaramillo, Maria Notarangelo, Adam Pave, Soha Sobhanian, Nori Sogomonian, Teri Strong, Margaret Worsley, and Yay Dee Yarbrough.

Student ambassador: Stephanie Bell

Agenda Item	Discussion	Action Items
Approval of Minutes: 12/18/20	M NS/2MN passed	
Final Report CTE Online Pathways Grant • Report posting • Deliverables • Missed opportunities	Davena showed the committee the newly revamped DE faculty webpage. There was also a revamp of the online student web page. The traffic on these sites will be monitored and adjustments made as needed moving forward. Leads will share out to the committee the final report once it is written. We did not complete as much as originally intended, mostly due to the pandemic. Conference attendance was a considerable amount of funds that were not used. A side conversation was had about ACUE training that was funded through the grant, and possible future trainings with available funds.	Rania and Dina may talk more about
POCR Status • Local Certification Application • Round Two Review Cohort • Future Review Cohort	We are at the beginning of the POCR norming process with our local POCR process. Leads have been working closely with Shawn Valcarcel. The first cohort is on deck to get certified. We were advised to "press pause" on the second cohort until our review process has been looked at by the CVC.	
LBCC Curriculum Audit • Integration with POCR review or Level 2 Training	The presentation from LBCC was exciting and interesting. There is some overlap with our own POCR process (Level 3). We had a group meet to talk about the overlaps, with	

	the intent of using our existing process to incorporate some of the good ideas and changes that were brought up by the Curriculum Audit. We did edit Level 1 training. Still calling it "Level 1 2021." The question is, do we need to keep an independent accessibility course?	
Student Orientation for Online Learning • Basic Skills Application (due 2/14/21) • CVC-OEI Canvas Support for Students	Maria shared the Welcome Center Page and suggested we incorporate the new student online site with them. Basic Skills has funding available. Dina has ideas of who to outsource an orientation with. The application forms are due on 1/14. Rania suggested asking our counselor(s) as well. Davena also suggested bringing a student in. The CVC has been bottle-necked with student questions about Canvas. They have reached out to provide a Canvas support page for us. Cherishea gave us a seak-peek of the site (which is not yet live). Rania mentioned Luke Bixler is excited as it essentially adds virtual staff. Cherishea agreed.	Rania will be reaching out to them, to help spread the word across campus. Anyone interested in assisting with the Basic Skills application can email the DE Leads.
CVC Online Teaching Conference • Professional Development Funding	Rania mentioned professional development funds have been cut back because faculty aren't attending in-person sessions. She mentioned everyone should fill out a conference request form. This requires a digital signature by employee and the Dean. Nori made a motion was made to request the PD Committee waive their $1,000 conference department cap. 2nd by Lisa. Michael Assuma asked in the chat "with all of our strong efforts in Distance Learning across the campus, a question that came up in my last department meeting was is the union looking at adjusting the 50% rule in	

	teaching online when we get back to normal teaching?" Rania and Leticia established that this point is in the contract. Dina chimed in that there are items in the queue but she's not sure where this item sits. This relates to Article 13.B.1. Davena opened the floor to requests/suggestions for specific agenda items. Lisa mentioned their Division talked about contact hours and what that looks like online. Perhaps DE should put out a policy statement. Rania pointed out this guidance should come from the office of instruction. Colleen countered in that distance education is not the same as "physically being in a classroom." Dina Humble said she is happy to work with the committee on this. The Leads will add this to our continued agenda.	Dina will bring this topic to her workgroup with the VPIs, Human Resources, and CTA.
Announcements	Maria made an announcement of the Library, its resources, and the seamless integration with Canvas. Davena, Rhiannon, and Cherishea participated in the week of welcome for students. They shared online student resources, expectations, and empowered students. Our campus is working on updating all of our faculty workstations (with laptop and docking station). Rania announced faculty training day. She'd like some buy-in… maybe a few of us can help plan, and bring workshop ideas to the committee next time.	
Adjourn	2:17pm	