

MINUTES
San Bernardino Valley College
Distance Education Committee Meeting
April 5, 2024 10:00 am—11:30 am
ConferZOOM

Join from PC, Mac, Linux, iOS or Android: <https://sbccd-edu.zoom.us/j/85614419443>

Meeting ID: 856 1441 9443 or One tap mobile: +16694449171,,85614419443# US

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
Call to Order	
Approval of Minutes	Minute approval tables until next meeting
POOCR <ul style="list-style-type: none"> • Status update and schedule • Swag 	Update on POOCR status was provided. The three faculty with course in review are finalizing their edits. Xochi will be invited for the first meeting in May for the final norming session. The committee was informed of the budget available for DE. The DE leads asked for support to utilize the budget to recognize faculty who go through the process with promotional items. The committee was also asked to provide suggestions on the type of promotional items that should be purchased. The branding of POOCR was proposed, as well as the original branding of Leveling Up. The Committee supported the following: The Leveling Up motto, purchase of promotional items including lapel pins, writing pens, certificates, and other items. The DE Faculty Leads will proceed with the purchasing process.
AP 4105 Distance Education training <ul style="list-style-type: none"> • Officially delegates DE Committee as recommended body for training for online teaching. • Where are we documenting these requirements? Where does verbiage/communication need to be beefed up? 	AP 4105 was shared and the language changes that clearly indicate the purview of the respective Distance Education Committees to determine the preparation for online instruction. A discussion was held regarding transparency of the language and appropriate locations for posting.

	<p>The committee provided a variety of suggestions regarding posting of best practices and policies. Suggestions included on DE Website, Office of Instruction website, Faculty Handbook. Additional suggestions were noted in the chat transcript from Zoom and will be reviewed by the DE Leads.</p>
<p>DE Addendum revisions</p> <ul style="list-style-type: none"> • Representation question • Synchronous office hour question 	<p>The DE addendum in use was reviewed. A pattern has been noted with several questions. A robust discussion was had regarding the current addendum language, spaced where language can be clarified, and moving language from individual instructor perspective to a course level perspective. Suggestions were noted in the chat transcript from Zoom and will be reviewed by the DE Leads. Committee member Maria Notarangelo will work with DE Faculty Leads to begin review process and make recommendations to bring back to the committee for further discussion.</p>
<p>DE Level 1 and Refresh Training</p> <ul style="list-style-type: none"> • Timeline for rolling updates 	<p>Tabled until the next meeting</p>
<p>Creating Artificial Intelligence (AI) Policy and Guidelines</p>	<p>Tabled until the next meeting</p>
<p>Future Topics of Discussion</p>	<ul style="list-style-type: none"> • Need to establish a policy vs best practice regarding RSI and outlining minimum requirements • Discussion regarding philosophy behind how badging will be awarded for Refresh training.