Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/464605884
Or iPhone one-tap (US Toll): +16699006833,464605884# or +16468769923,464605884#
Or Telephone:
   Dial: +1 669 900 6833 (US Toll) or   +1 646 876 9923 (US Toll)   Meeting ID: 464 605 884

Committee Members Present: Maha Al- Husseini, Davena Burns-Peters, Colleen Calderon, Lisa Henkle, Adam Pave,

Agenda Item	Discussion	Action Items
Call to Order 1:05PM		
Approval of Minutes: 4/17/20		
Academic Senate DE Motions • Defining Synchronous and Asynchronous • Synchronous parameters and posting • Technology parameters and posting	Lots happened at the last Academic Senate meeting revolving around DE. Formal recognition of our committee—which is exciting. Discussion about directive from Academic Senate and what synchronous vs. asynchronous means, how these parameters should be communicated to students. Maha stressed this information should be in the syllabus. Kay Dee talked about time lines for including info. into the Schedule. Teri suggested the syllabus might be too late. They should know what the schedule is. Colleen said it's trickier than a blanket statement. She said information needs to be in the schedule if the course has mandated synchronous meetings. Also for Summer & Fall courses, "that horse left the barn" (Summer and Fall schedules already published for students). Davena said even though this is the case, we should still help guide faculty in the ways they're able. Rania advocated for synchronous meetings but said students need options, for example, if 4 synchronous meetings are required, give students 10 options to choose from. Michael interpreted synchronous to be mandatory, with asynchronous as something pre-recorded or pre-posted. He suggested information can also be disseminated with a pre-course announcement. Kay Dee thinks the definition of "Hybrid" is pre-populated. The admin office needs to know wording.	

	The Committee agreed we are dealing with two types of synchronous here: optional and required. Leticia stressed this is what we should focus on: required/not required. Would need to know in advance what that requirement looks like (with dates and times). Yes, Summer & Fall are out. Also what about time blocks? If it was advertised as fully-online, you can't require synchronous. Michael mentioned students should be communicated with about those requirements. Colleen suggested using ALL CAPS: MANDATORY/NOT MANDATORY! Teri brought up the remote issue; is there a difference between an online class and a class that was moved to online? Davena said all courses that are offered online have to have DE Addendums, and are now online courses. We differ with Crafton on this issue (they've included "remote," we have not for good reason—the law). Kay Dee mentioned we may need to go through district for this to change coding. Davena doesn't think we need to worry about retroactive coding. She suggested Recommendations for summer—what to give to faculty. Whether the course had initial meeting time or not, if faculty choose to have required synchronous sessions, to suggest the student have an option to watch later. Rania made a motion that the DE Leads move forward to find what is possible with coding and synchronous/asynchronous agenda item.	DE Leads will establish communication guidelines for synchronous meetings in online courses.
Online Program(s) Committee name change: Distance Education Committee	Rania talked about the Senate Bylaws. Senate feels the DE Leads need a seat on Senate Exec. They voted to add DE Leads. She mentioned sifting through Bylaws documentation and old Minutes/Agendas was confusing as sometimes this committee was listed as "Online Committee," sometimes "Online Program Committee" sometimes "Online Programs Committee." Rani suggested a motion be made to formally change our name from Online Committee to Distance Education Committee. m/s= Lisa/Patty—passed	DE Leads will communicate name change to Senate.
Conferences and Training • Attendance Plan	Online Teaching Conference is going virtual. If you want to go, email DE Leads.	Committee members will communicate.
DE Addendums	Faculty are scrambling to complete Fall Addendums. May 15th is the date we've been	Reviewers will continue to

	given before a decision will be made in the Fall. The Review Team will be going through all of those Addendums.	work to their deadline.
POCR -first round of training -POCR Classes for Summer	CVC-OEI Rubric might change in the Fall. We will keep you posted. CVC-OEI bought @One, and @One branding and name is going away soon. 338 local POCR courses have become aligned. Our goal is to have our first courses submitted by July 14th. We have more than enough people on this committee to do a review. We needed 3 courses but are shooting for 5. Maria Notarangelo in Library Science, Kathy Adams in Child Development, and Donna-Maria Trewhella in RTVF are all with CTE top codes, and their faculty members have been through POCR training. We need to coordinate peer reviewers to be reviewing from May 15th through July 15th. The reason for the push is because of the financial support we can provide to the faculty doing this work in a short amount of time. Need to talk to Leticia for Board approvals, and inform the Union as to what's involved. DE Leads asked for volunteers for summer reviewing. These people would get paid for their work. Teri wants to know the time commitment. Leads will assess what that might be. Colleen likes the idea of picking the section(s) (A through C) which they would be responsible for. What's the time line for this? Also if we use the Program Review model, we'd have an assigned team, who get together to discuss the review. Teri is somewhat at odds with Colleen about picking particular sections. She sees looking at all the sections as an advantage. Thinks we should rotate between sections. Colleen is down with that… just not this summer.	Committee members interested in helping over the summer will communicate that to DE Leads.
CTE Online Pathways Grant	Update next time.	
Announcements	Rhiannon says we are purchasing "We Do It." Also suggested 2 people per section for the review process.	
Adjourn	2:32PM Next meeting is May 15th, 2020	