MINUTES
San Bernardino Valley College
Online Program Committee Meeting
October 4, 2019 1:00 pm—2:30 pm
LA202

Committee Members present: *Maha Al-Husseini (MA), Davena Burns-Peters (DB), Colleen Calderon(CC), Lisa Henkle(LH), Patti Jones (PJ), Adam Pave (AP), Soha Sobhanian (SS), Terri Strong (TS), Michael Torrez (MT), Kay Weiss (KW)*

Call to Order 1:05pm

Agenda Item	Discussion	Action Items
Approval of Minutes	Minutes have been posted on the website.	
DE Addendum Update	DE Addendum Form has been loaded into CurricUNET. We still have old system. New system going live soon. Need examples. New form will accommodate that. Should also remove the old Boilerplate.	
Level One Training: Update	There is discussion about Level 1 Training. Most are on board. But there's a group who took an issue to CTA about getting compensated for their training. Looking at options for a longer, full-semester session. Information will be distributed to the Deans (not Chairs). They will be receiving tracking information (who's been trained). We've had positive feedback from this training! KW said we need to organize In-Service dates with Rania. Discussion on the importance of a community of shared learning among faculty.	
CVC-OEI Face-to-Face Meeting: Update	Davena held the fort and flew up last week. It was good. CVC-OEI is plowing forward—looking at a Rubric for campuses. Many campuses have "implemented" student tools, but aren't using them. Their goal to implement all	

	systems is April 2020. We are in the pre-implementation phase for many. There were some tools we're using which they didn't know about. We are using **NetTutor**, but we need to promote that more. Perhaps switch button "NetTutor" to "Online Tutoring," which might motivate students to use it. KW asked about restrictions of that service—it's presently for online students, or off-site classes only. **Cranium Café**—we were close, but then switched chairs. Andrea is on it. Goal is to connect Andrea and Heather to get this implemented. **Proctorio**—Math really wants it. We weren't on the list. There are some serious issues with the recording aspect. CVC-OEI is working hard at solving the problems Proctorio is having. Proctorio is up for RFP… so we'll see if it stays around. KW asked about on-campus proctoring at our campus, and joining that network. Community of Practice has been set up in: Math, Lab Sciences, and Communication. Wellness center wants a session at CannInovate. Will talk about the Dashboard button, and how they implemented it into the student dashboard (students don't even need to be in a class).	DB will connect all parties If anyone wants to join a Community of Practice, get in touch with DB
DE EMP and Program Needs	It's not done yet. We'll look at it on the 18th. KW suggested cross-department person to come in for clerical support (across committees). Maybe OPC, Program Review, Curriculum, etc. CC thinks we should ask for big things (position) and little things (hours shared).	
Review DE Addendums	Took a look at the Architecture DE CurricUNET form. Does the Template make sense?	

Old Business		
New Business/Announcements	October 25th is Cann-Innovate. Rania has the Library Viewing Room reserved. She's asking for volunteers to facilitate a couple of rooms.	
Adjourn	2:27pm!	

Next Meeting 10/18/19