Minutes
San Bernardino Valley College
Online Program Committee Meeting
February 21, 2020 1:00 pm-2:30 pm
LA202 and ConferZOOM

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#
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   Dial: +1 669 900 6833 (US Toll) or   +1 646 876 9923 (US Toll)   Meeting ID: 464 605 884

Members present: Davena Burns-Peters (DB), Colleen Calderon (CC), Rania Hamdy (RH), Leticia Hector (LH), Lisa Henkle (LH), Adam Pave (AP), Michael Torrez (MT), Margaret Worsley (MW)

Virutal: Maha Al-Husseini, Patricia Jones, Teri Strong

Call to order: 1:10pm

Agenda Item	Discussion	Action Items
Approval of Minutes: 1/17/20	Approved	
Union Meeting Briefing	DE Faculty Leads met with the Union last week. It was a good meeting. Concerns were not about the online training itself, but the time frame faculty were expected to complete the training. The 10-week session seemed reasonable to them. They are concerned about Adjunct Faculty being "forced" to take the training. Crafton brought up the fact that no one is being forced to teach online. Wanted to make sure there is training reciprocity between Crafton Hills and Valley (we do). Told them about the plan to have this basic training, then in 3 years we'll have more of a "refresher" course.	
CTE Online Pathways Grant	We're behind in trying to spend the funds. We will be submitting an Addendum to our grant to modify our grant goals and specific outcomes. There are different programs affected since a year ago. We will have to make a thorough projection for Quarter 3 and Quarter 4 with a detailed narrative of what the plan is. We have another person going into POCR training. We have brought on an Adjunct Faculty member to help support faculty with instructional design. He has certifications which make him very valuable. He's already met with	

	Melita in Water. We have a meeting with Library Tech next week. Meeting with Electronics soon. CC asked about inquiring on other school's funding. These are state funds and should be transparent. This would also help with possible collaborations between campuses (i.e. if Child Development is gaining momentum on several campuses, why not connect with each other). Bob Nash from CVC-OEI came to campus last Friday with a team to interview students, faculty, and Coordinators and created a local promo video for online education. Final cut is expected next week.	
Conferences and Training	CUE Spring Conference: CC has been trying to recruit for Palm Springs, more individuals were identified. We will try and rally the troops on Monday. Online Teaching Conference registration will be pushed for this as well (April 6th). Rania asked if there is a list. She is interested. It is a Wednesday, Thursday, Friday. RH said this one is good for managers too. They do an update on DECO, the CVC-OEI as a whole, etc. AP mentioned a new Key Note Speaker has been chosen. State Academic Senate has conferences too. If people here attend those, that would also qualify for funding. DB asked Committee members to think about attending. One coming up is about CTE and non-credit.	
Instructional Design Assistance	Thomas Berry has been brought on board as an Online Faculty Liaison. Reminder that we also already have Rhiannon and Cherishia at the District—they are available to help too (i.e. Art Faculty have massive PowerPoints that need to be made accessible, Rhiannon can easily help with that, but image alt tags would be an issue of what to/to not identify in that tag). There was discussion about institutionalizing either an instructional design position, or a format of trying to bring Rhiannon and Cherishia to each of our	This (getting instructional designers on campuses) will be brought up at the DECC meeting.

	respective campuses. Should we bring this to DECC? CC proposed coming up with an action plan to make this happen.	Work on a growth position at the campus as well as the district. Get Luke Bixler on board. The VPI should know about this.
Review of Online Orientation Script	AP read much of it. The word "Canvas" appears 10 times—most of the time in multiple choice questions. Clearly there is incomplete information about Canvas. DB asked if this needs to be Canvas-specific. RH said yes, it needs to be Canvas-specific. AP said they also need to identify the difference between Canvas and WebAdvisor. RH says its important to stress Canvas is supplemental for face-to-face classes. It does not take the place of face-to-face meetings. This would essentially be a hybrid class. CC suggested we also do a search on "hybrid," and how that's described. This should be made clear to both students AND faculty.	
POCR Rollout	Five have officially gone through POCR training. Thomas Berry is going through this upcoming session. For consortium we should have 20% of our online sections should have gone through a quality review process. They have come up with a benchmark approach with training. Trying to recognize that even though it may not be quality badged, it could still be a quality course. They are transferring responsibility for course approval—to a local process. Training is included in one of the Benchmarks (yay). We here at Valley have checked off 2 of the 3 Benchmarks. A key growth benchmark includes 20% of online course sections aligned within 2 years of establishing a local POCR process. We should be thinking about what our POCR team and process looks like. DB suggested informally a format akin to Curriculum Committee. We can talk more. MT asked if these included hybrid. Answer is no, these are all fully-online courses. CC suggested holding workshops on the training, course design checklist, etc. This shows our	

	college is creating a legitimate process, it can be tracked, etc. DB suggested these workshops could be based on the CVC-OEI Rubric (i.e. Section A session, Section B session, etc.). Also a serious discussion about what hybrid classes are is imperative on the horizon. RH said this could be part of In-Service.	RH sees this as a topic for the Faculty Chairs. She and LH will bring this issue (the difference between online, hybrid, face-to-face, etc.) for Professional Development with Faculty Chairs.
Announcements	N/A	
Adjourn	2:38pm	