

MINUTES
San Bernardino Valley College
Online Program Committee Meeting
March 6, 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#

Or Telephone:

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

Members present: Davena Burns-Peters, Colleen Calderon, Lisa Henkle, Teri Strong, Michael Torrez, Margaret Worsley, Kay Dee Yarborough

Virutally present: Maha Al-Husseini

Call to Order: 1:05pm

Agenda Item	Discussion	Action Items
Approval of Minutes: 2/21/20	Approved	
Union Meeting: MOU	We met, but they wanted more clarification. DE Leads have been in talks.	
CTE Online Pathways Grant -Demo Video -Budget Forecast -Poster Session at OTC	https://youtu.be/8vhjEP2cjrK We watched this video! Adjusted the grant objectives for Quarter 3 and Quarter 4. Colleen has had chats with Melinda Moneymaker, who's had success with her online classes. Also talks about the 5-week format, so that students could finish their certs (6 classes) in 1 year. This could be a game-changer because it makes that program competitive.	Colleen needs to be added to the Committee list for OPC. Adam Pave also needs to be added. Colleen would like to help mediate this. DE Leads will also reach out to her to make a plan.
Conferences and Training	CUE Spring Conference—coming up! March! Online Teaching Conference —we are participating, and showcasing our work at this.	We still need a PO number to register attendees from SBVC. This should be completed by Monday.
Online Orientation Script -update	Discussion about online vs hybrid.	
POCR -preview new website -goal for POCR establishment -establish process	https://sites.google.com/cvc.edu/locapocrresourcecenter/home We must go through a “norming” process with CVC-OEI. We need to create a process of course approval	DE Leads will meet with Professional Development

	<p>using the CVC-OEI Rubric. Submit to Shawn Valcarcel, our assigned representative. Colleen talked about having a process, like Curriculum, that is step-by-step. Get Rubric out to everyone. The OPC Committee could become the POCR Team. Next POCR Training is April 6th. If you're on OPC, we'd encourage you to sign up. Colleen talked about the huge benefit this POCR training was to her personal growth and department.</p> <p>POCR Team Shwag. Shirts for the POCR Team. Valley grey? Also Level 1, 2, and 3 Shwag—Level Up! Some like water bottles.</p> <p>Notes from OPC White Board Pic</p> <p>POCR Team/Process</p> <ol style="list-style-type: none"> 1. Establish local instructor preparation process while inviting interested instructors 2. Review and align 3 courses <ul style="list-style-type: none"> • Give Rubrics and self-check forms to all interested faculty • Workshops— aligning with the Rubric <ul style="list-style-type: none"> ○ Incorporated into OPC 2nd Friday meeting ○ Every 2 weeks: Section A, Section B, Section C • Deadlines for submission <ul style="list-style-type: none"> ○ Weeks 1-6 Workshops ○ Week 10 Submission ○ Weeks 11-16.5 Reviews • Create portal for submission interest <ul style="list-style-type: none"> ○ With clear parameters of what they're signing up for ○ Form from Jason? 	<p>next week to organize and refine this process.</p> <p>We need to buy swag! For POCR Team and Training.</p>
Announcement		
Adjourn	2:27pm	

Next meeting was scheduled for Spring Break, we won't meet. So our NEXT meeting is April 3rd.