

MINUTES
San Bernardino Valley College
Online Program Committee Meeting
September 20, 2019 1:00 pm—2:30 pm
LA202

Members Present: *Davena Burns-Peters(DB), Colleen Calderon(CC), Rania Hamdy(RH), Lisa Henkle(LH), Rhiannon Lares(RL), Adam Pave(AP), Michael Torrez(MT), Margaret Worsley(MW)*

Call to order: 1:10pm

Agenda Item	Discussion	Action Items
Approval of Minutes	<p>Discussion about student orientation. Students don't have a completely online registration process. Should be implemented Spring 2020 or Fall 2020.</p> <p>m(MT)/s(LH)/d/approved to create mandatory Quest training for student online matriculation. This will be brought to the Matriculation Committee.</p> <p>M(RH)/s(LH)/d/approved to request an update to the online portion of the online orientation video—move from Blackboard to Canvas.</p> <p>Motion(RH) to make quorum as those in attendance at the meeting. s/d/a</p>	Minutes Approved
Conference Request Process	Funding for conferences. Kay met with Rania and created a form. Those going to CTE-online related conference will do this through Rania.	
DE Addendum Form	<p>DECO meeting confirmed the need for a Curriculum Committee DE Addendum form—which we just created!</p> <p>Suggestion of including examples of assignments (what does regular and effective contact look like?). Add these sooner than later.</p>	DB and MW will work on adding examples to the DE Addendum.

	<p>Form #5. Take out phone, Skype, and Zoom. Add "Web conference tool"</p> <p>Form #6 & #7. Add "Synchronous Webinar"</p> <p>Discussion on the difference between Fully Online, Partially Online, Fully Online with flexible in-person hours? Proctoring was discussed... how do we make testing easier for our students? Best practice would mention proctored exam(s) in the schedule.</p>	<p>DB and MW will add and delete suggestions from committee.</p> <p>Let's work on Best Practices and post to website, distribute to Deans.</p>
EMP for DE	<p>Took a look. Discussion of data, specifically Performance Measures and WSCH. Suggested that we should compare DE numbers to face-to-face success rates. Ask for a Budget. Connect with GuidedPathways and Student success. What are other campuses doing?</p>	<p>DB and MW will work on completing this, and bring to the committee before final submission.</p>
Review DE Addendums	<p>Did not have time.</p>	
Old Business	<p>N/A</p>	
New Business/Announcements	<p>None.</p>	
Adjourn	<p>2:44pm</p>	