## PCCD Distance Education Committee
### Meeting Notes for October 9, 2017
#### 12:00 – 1:40 PM, Finance Department Conference Room

**Participants:** Matthew Goldstein, Jeffrey Lamb, Alexis Alexander, Vinh Phan, Inger Stark, Linda McAllister, Srujana Tumu, Altantsetseg Erdenebaatar, Ann Buchalter, Jason Cole

**Facilitator:** Inger Stark

**Guests:** Theresa Rumjahn

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<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Follow-up/Action</th>
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<td>I. Approve Meeting Notes</td>
<td>Review at next meeting.</td>
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<td>II. Updates</td>
<td>• DAASC / Siri’s committee said they are going to come up with a DE goals / formal recommendations for the year.</td>
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<td>• Structurally this committee is under PBC-&gt; Academic Affairs/Student Services -&gt; DE is subcommittee to the Academic Affairs/Student Service Committee</td>
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<td>• Inger sent the Revised DE committee Charge as the formal communication to Siri Brown and mentioned to committee’s goal for this year is to focus on building a good DE plan.</td>
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<td>• Jason is taking Kevin Kelly’s contract extension to board on Oct 10th.</td>
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<td>• Kevin’s extended contract is to focus on – trainings, working on developing resources</td>
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<td>• DAS is interested in us to develop recommendations on what kind of preparations faculty should have and connecting that both to administration procedure and letting the union know what they are so they can have discussions around it.</td>
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<td>• Inger not available for Nov 13th meeting, Matt will run the meeting. Ann is taking notes.</td>
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<td>• We have 4 more meetings left for this year; we want to formalize the plan/ template by the end of that.</td>
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<td>• Single sign-on demo is set to this week, IT is testing 2 solutions – one is using Microsoft Active directory based or RSA based solution (gives multiple tiers of</td>
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## III. Work Session on PCCD DE Plan

- Technology committee goals (Jason wrote the tech committee goals got them approved)
- Inger to develop a goal plan template identifies priority area for improvement in District with emphasis on supporting the colleges in their Educational initiatives. Inger will take it to DAASC.
- Theresa suggested to do ongoing work align DE goals with the DTC so that we have something in process to look at each one. Align it with both the colleges’ plan and DAASC plan.
- Most multi college DE plans don’t have comprehensive plan, they leave it to the colleges.
- Our DE plan should be very brief or, if long, has a brief Executive Summary, with big picture goals and in support of what the colleges want and colleges can make it unique to the college.

## IV. Review other plans

See the [GoogleDoc with Sample Plans](#)

- Contra costa long plan but has lot of data. Its long but has lot of historic data. Their strategic plan list only has 5.
- goal : how do we develop this plan. How to get from where we are today to develop a plan in 4 meetings.
- Jason suggested using the strategy template (from orlando conference) and breaking down the task. (for ex: place the IT with DE, business with PCCD). Suggested to instead of creating DE plan, take the strategy template and work on that.
- Committee can ask Kevin to draft DE plan based off of the strategy template. His contract is included this part and helping the colleges develop their plan and help with developing resources.
- Linda said if there is a change in how people teach online, she is concerned on how do
we communicate that, how to make sure that is happening? We need to have a plan for that.

- Jeff Lamb: At Merritt, they are working on creating a DE committee, develop a mechanism around how do we track all the trained people? They are creating a list as they transition to canvas to know who is eligible to teach online.
- We should build the plan/structure to evaluate the online courses.
- ALTA said: at santa rosa, the first time they assign the online class, they send an email saying - we have to review the canvas shell for the components and check accessibility. All the review people are staff. Deans encourage the faculty to meet canvas ninja? to get help with the course. The faculty also have to show proof that they are eligible to teach online.
- By building the plans specific to colleges, we can argue that colleges needs the money to have a DE team at colleges.
- Vinh said: along with us creating the plan, we need parallel process that strengthens what we are doing. we need to have everything in writing specifically.
- Alexis: we need to create a kind of review process.
- One of our goal in plan should be student services. We are not doing what we are supposed to do.
- The DE plan should include what colleges need in terms of support to expand the DE at college - hire support / pay for more training etc.,
- At Merritt, they have a criteria for faculty specific to each category - 1. No online training 2. Taught on Moodle 3. Taught on canvas at other colleges.
- Inger will check with all colleges to negotiate with PFT to get the criteria approved
- Need to set up an on ongoing professional development process.
- Need to evaluate what kind of resources/money we need to have regular evaluations, provide part time faculty with professional development opportunities.
### V. Process and Next Steps

- Committee suggests creating a solid checklist for the evaluation of courses and getting it approved by PFT.
- Alta suggested that we need to develop a waiver (like santa rosa) to have the faculty to sign at the course assignments and also provide lot of sample shells for the faculty to be used and provide lot of resources.
- Matt suggested that we make a clear distinction between recommendations for best practices to teach online and basic requirements for teaching on canvas (for making course assignments). Evaluation process is going to check if the course is using the best practices or not but we have to have a different set of rules for course assignments (probably simple things like, how/if they can navigate in canvas, do basic stuff) - set minimum qualifications to teach online.
- JLAMB suggested that equity, basic skills and SSSP dollars to be used for DE. Make an ask to those dept for the resources.

- **Inger and Kevin will come up with the template/draft for the DE plan by next meeting and send it out. People can break up in small groups based on what they want to work on and work on that.**
- **Inger will write up the 2 goals for this year by next day and send it out so others can collaborate on that.**

**Meeting Dates**


[Notetaker: Matthew Goldstein]
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12:00 – 1:40 PM, Finance Department Conference Room

Committee Members:
Linda McAllister (BCC DE Coordinator), Ann Buchalter (Alameda DE Coordinator), Chelsea Cohen (Laney DE Coordinator), Alexis Alexander (Merritt DE Coordinator), Srujana Tumu (District Technology Analyst), Matthew Goldstein (PFT Representative, Alameda), Jeffrey Lamb (Vice President of Instruction, Merritt), Vice President of Student Services (vacant), Jason Cole (Vice Chancellor of Information Technology), Vinh Phan (At-Large Faculty, Student Services Rep, Alameda), Scott Godfrey (At-Large Faculty, Online Teaching Experience, Laney), Alta Erdenebaatar (At-Large Faculty, Online Teaching Experience, Laney), At-Large Faculty (vacant), Peralta Student Council (2 members, vacant)

Attachments:
- Agenda for October 9, 2017 Meeting
- Draft DE Committee Meeting Notes for September 25, 2017
- Draft PCCD District Technology Committee – DTC Goals for 2017 – 2018
- Distance Education Committee Charge (Revised Sept. 2017)