

## PCCD Distance Education Committee

Meeting Notes for October 23, 2017

12:00 – 2:00 PM, District Board Room

**Participants:** Inger Stark, Matt Goldstein, Alta Erdenebaatar, Srujana Tumu, Mario Rivas, Linda McAllister, Chelsea Cohen, Kevin Kelly

**Facilitator:** Inger Stark

**Guests:** Theresa Rumjahn

Agenda Item	Discussion	Follow-up/Action
I. Approve Meeting Notes	Sept. 25 meeting notes approved. Oct. 9 meeting notes – paragraph edited by Inger per Linda/Matt comments about language.	
II. Updates	<ul style="list-style-type: none"> <li>• Inger went to DAS &amp; Student Svcs Committee</li> <li>• Charge – small wordsmithing               <ul style="list-style-type: none"> <li>○ Incorporated suggestion that equity be spelled out</li> <li>○ Noted that 100% online programs &amp; curriculum are purview of colleges</li> </ul> </li> <li>• Single Sign On               <ul style="list-style-type: none"> <li>○ Plan A still imagining December rollout,</li> <li>○ Plan B implement after census in Spring if not working efficiently</li> </ul> </li> <li>• System-wide DE Coordinator meeting               <ul style="list-style-type: none"> <li>○ Plans being created for a fully-online CCC</li> <li>○ Peralta suggested that we need to incorporate equity</li> </ul> </li> <li>• Inger &amp; Matt met with head of PFT &amp; DAS               <ul style="list-style-type: none"> <li>○ Preparing a general statement for distribution about meeting Administrative Procedure (AP) 4105 – requirements to allow teaching online</li> </ul> </li> <li>• Advocating reciprocity across Peralta Colleges – if faculty meets criteria on one campus, applies to teaching online at all 4</li> </ul>	
III. DE Plan - Goals	<p><b>Ideas from Jason Cole</b></p> <ul style="list-style-type: none"> <li>• Sections               <ul style="list-style-type: none"> <li>○ Narrative</li> <li>○ One-page strategy – preferably with graphics – e.g., a PPT slide version</li> </ul> </li> <li>• Goals               <ul style="list-style-type: none"> <li>○ Recommend limiting plan to no more than 3 DE Goals, with projects</li> </ul> </li> </ul>	

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	<p>underneath them</p> <ul style="list-style-type: none"> <li>• This will be a more iterative process – so we need an idea of longer term goals to inform short-term nature of document</li> <li>• Plan should help prioritize projects to pursue</li> </ul>	
IV. DE Plan - Process & Timeline	<p><b>Process &amp; Timeline</b></p> <ul style="list-style-type: none"> <li>• Kevin will do the bulk of the production, guided by DE Committee</li> <li>• Include colleges throughout process <ul style="list-style-type: none"> <li>○ Engagement: Committee needs a college engagement plan during DE Plan development <ul style="list-style-type: none"> <li>▪ College VPs of Instruction &amp; Student Services</li> <li>▪ DE Committees (&amp; Senates) charged with creating plans for the colleges</li> <li>▪ Professional Development Committee at BCC is another stakeholder</li> <li>▪ Solicit feedback from groups like faculty and student senates</li> </ul> </li> <li>○ Responsibility: Delineate what district and college roles are in achieving plan <ul style="list-style-type: none"> <li>▪ Resource recommendations for district and colleges</li> <li>▪ Resource recommendations for faculty <ul style="list-style-type: none"> <li>• e.g., reassigned time to avoid faculty dropping out of DE altogether due to requirements</li> <li>• e.g., templates to support faculty who are worried about meeting requirements <ul style="list-style-type: none"> <li>○ Kevin is tasked with creating templates as part of contract extension <ul style="list-style-type: none"> <li>▪ Ideas from outside: Santa Rosa template; Cal State LA hybrid template</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> <li>• Ideas from DE Committee: Module-centric template, Page-centric template</li> </ul>	
V. DE Plan – Outline & Content	<p><b>Outline &amp; Contents</b></p> <ul style="list-style-type: none"> <li>• Principles / values / vision <ul style="list-style-type: none"> <li>○ Learner focused – can be bigger to include faculty (e.g., PD) <ul style="list-style-type: none"> <li>▪ Needs to be operationally defined – avoid being jargon-y</li> <li>▪ A couple people prefer "student" (Student centered is important</li> </ul> </li> </ul> </li> </ul>	

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|  | <ul style="list-style-type: none"><li>○ Equity – two meanings<ul style="list-style-type: none"><li>▪ Disparity between online and F2F</li><li>▪ Disproportionally impacted or at-risk students – exacerbated in online<ul style="list-style-type: none"><li>• Make sure that ethnicity is included, but not the only definition</li></ul></li></ul></li><li>○ Retention and Success are not the only factors to measure, such as:<ul style="list-style-type: none"><li>▪ Enrollment</li><li>▪ Grade distribution</li></ul></li><li>• Big picture DE<ul style="list-style-type: none"><li>○ Kevin and Jason will generate this section</li></ul></li><li>• DE Goals<ul style="list-style-type: none"><li>○ Goal suggestions<ul style="list-style-type: none"><li>▪ Early identification of at-risk students<ul style="list-style-type: none"><li>• Project: Working early alert – we should know within 3 weeks if they are struggling, not doing the work</li></ul></li><li>▪ Eliminate issues at the beginning of semester<ul style="list-style-type: none"><li>• Get students help – especially in first few weeks<ul style="list-style-type: none"><li>○ Orientation module</li></ul></li></ul></li><li>▪ DE Program provides resources &amp; support for our student population to achieve success</li><li>▪ May not be a goal: DE Program has resources to do the work (at District and College levels)</li><li>▪ Improve quality/consistency of courses online and online teaching practices</li><li>▪ We want to suck less (Cubs)</li><li>▪ Students can get resources and success</li></ul></li><li>○ Action items<ul style="list-style-type: none"><li>▪ May be more important than abstract, broad goals</li><li>▪ Existing<ul style="list-style-type: none"><li>• Recommendations to reduce education/achievement gaps</li></ul></li></ul></li></ul></li></ul> |  |
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	<p>(e.g. equity focused teaching practices, support for mobile device use, collaboration with OER, etc.)</p> <ul style="list-style-type: none"> <li>• Improvements to student support services for online students</li> <li>• Focus on district wide perspective to allow and support colleges' initiatives</li> <li>• Delineate college and district roles and responsibilities</li> <li>• Recommendations related to instructor preparation for online/hybrid teaching</li> <li>• Recommend revisions to AP 4105</li> <li>• Develop recommendations for contract negotiation</li> <li>• Improve information and communication related to DE across district</li> </ul> <ul style="list-style-type: none"> <li>• Develop resource recommendations (e.g. fiscal, HR, tech, etc.)</li> </ul> <p><b>Two areas where Peralta is most behind</b></p> <ul style="list-style-type: none"> <li>○ Student support services for students taking online classes</li> <li>○ Accessibility             <ul style="list-style-type: none"> <li>○ Office of Accessibility?</li> </ul> </li> </ul> <p>WAVE – checking course pages</p> <p><b>Data Needed</b></p> <p><b>Next Steps</b> Look at Cañada College plan – reference to SMCCCD goals</p>	
VI. Task Forces for Projects	Carry over to next meeting	
Meeting Dates	2017: 9/25, 10/9, 10/23, 11/13, 11/27, 12/11 (note: finals week)	

[Notetaker: Ann Buchalter]

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### 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 23, 2017 Meeting
- Draft Meeting Notes for September 25, 2017
- Draft Meeting Notes for October 9, 2017
- Proposed DE Committee Goal for 2017/2018 year
- Draft DE Plan outline
- Document that shows alignment among the committee charge, goal, and plan