

PCCD Distance Education Committee

Meeting Notes for November 13, 2017

12:00 – 2:00 PM, District Board Room

Participants: Vinh Phan, Linda McAllister, Chelsea Cohen, Matt Goldstein, Srujana Tumu, Kevin Kelly, Jason Cole, Jeff Lamb, Alta Erdenebaatar, Ann Buchalter

Facilitator: Matthew Goldstein

Guests: Theresa Rumjahn

Agenda Item	Discussion	Follow-up/Action
I. Approve Meeting Notes	Notes will be reviewed next meeting.	
II. Updates	Chelsea wants to know why Laney, only, is having financial aid program review.	
III. Draft DE Plan Review	<p>Linda wants to discuss DE Plan for Dist. Vs. College-- Delineation between what college will do and what the district will do.</p> <ul style="list-style-type: none"> • Kevin suggestion: Dist. Plan says what it will do—colleges can augment the way they like—(e.g. workshops) and discuss this in their plans. It’s just a starting point • COA President isn’t interested in college level DE plan (nor am i)—so not sure if we’ll do one <p>Kevin Kelly: In terms of moving to the 2nd draft, feedback please particularly in these areas:</p> <ul style="list-style-type: none"> • Guiding principles—learners and equity (pg. 3)—feedback on the meaning—2 options—which one is most in the spirit of what we want (Kevin to Matt) <ul style="list-style-type: none"> ○ 2nd bullet on pg. 3 (Matt)—should we make a reference for our concern to pedagogy/quality....metrics we choose should be clear—esp. the fact that we are not interested just success around GRADES (no inflation) ○ also enrollment—should we focus on this more? It is a driving issue, as much as we don’t like to acknowledge it ○ Matt—maybe we don’t want to call enrollment out here---it is a given and a major concern ○ Jeff—maybe a slight re-word—if students are successful, they’ll want to keep taking online courses and enrollment goes up 	<p>Kevin Kelly will edit the draft DE Plan per Committee comments and bring it back to the next meeting on 11/27</p>

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- Goals—discuss—tried to capture what we’ve discussed—but need to be agreed on then fleshed out
 - Matt and Linda both uncomfortable with language (increasing grades)—Vinh suggests change to “increasing retention” and then add “early intervention”—all agree and KK will change Goal One to reflect Vinh’s suggestion
 - On retention/early intervention: Kevin suggests maybe a FORM letter to send out to students who are not active in first two weeks and won’t respond to instructor email
 - Linda would like to know where we are going to put the what the agreements are around DEFINITIONS—like “reg and substantive contact” (and similar). Kevin says these definitions can live in the DE Plan—we ALL agree that these definitions should be set in the district DE plan
 - Discussion ensues about office hours—are they a support service but no one could confirm so we (Matt, I think?) will be checking to make sure. We point out that we need to discuss this with the union. Jeff read the PT definition in the contract—which is very fleshed out-- but Matt points out that article 18 (pg. 34) has changed considerably—and speaks specifically to PT faculty—so it doesn’t necessarily apply to FT faculty
 - 3rd Goal: Linda doesn’t like the word specific (much talk—then we dropped that word now reads “guidelines” w.o. “specific”)
 - Ann—who will be responsible for updating this? If it’s this committee every three years, Where is that wording so that this doesn’t become out of date?
 - Prepare/identify guidelines around what courses should look like—use OEI rubric as base?
 - Jeff L: Plan says create more support services—do we know where we are and how do we measure an increase? Vinh gives history and then says we need to look at QUALITY of student services. Need to do more work

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	<p style="text-align: center;">around documenting the baseline</p> <ul style="list-style-type: none"> ○ Linda—suggests we develop a list of recommendations as a committee to take forward for union discussions/ negotiation ○ Discussion about what to do about faculty who do not meet standards...do we grandfather them in? How do we help them come up to speed 	
IV. DE Plan – How will we share draft and get feedback? Get input from constituent groups?	<p>Plan for Disseminating DE Plan/campus transparency: Town hall meeting – virtual and on each campus—if we present it this way then it’s getting out there --we vote that Jason and Inger will go to each campus for town hall –DE cords will be there to support—we suggest that it be passed through DAS first to avoid issues in the town hall --DASAC and DAS—then to PBC meeting—then to campuses</p> <p>Strategize on how to bring this thru the campuses</p>	
V. DE Plan - Timeline	<ul style="list-style-type: none"> ● 27th: revisit changes and finalize ● Back to campuses for feedback—DE committee and Senate and Assoc. Students (contact life director- Send to Vinh) ● Jason will take you through DASAC , DAS, , and PGC—then we’ll roadshow it ● Then roadshow march.... 	
Meeting Dates	2017: 9/25, 10/9, 10/23, 11/13, 11/27, 12/11	

[Notetaker: Ann Buchalter]

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 November 13, 2017 Meeting
- Draft PCCD Distance Education Plan, 2017-2020, November 8, 2017 (2017_1120_PCCD_DE_Plan_v3_clean.doc)