

PCCD Distance Education Committee

Meeting Notes for November 27, 2017

12:00 – 2:00 PM, International Conference Room

Participants: Mario Rivas, Kevin Kelly, Matthew Goldstein, Chelsea Cohen, Srujana Tumu, Alta Erdenebaatar, Linda McAllister, Inger Stark, Alex Alexander, Ann Buchalter, Vihn Phan

Facilitator: Inger Stark

Guests: Theresa Rumjahn

Agenda Item	Discussion	Follow-up/Action
I. Approve Meeting Notes	Previous meeting notes for 10/23/2017 and 11/6/2017 were reviewed and approved.	Post online
II. Updates	Discussion of Laney's Financial Aid Program Review and broader implications for DE at Peralta. Core discussion items: <ul style="list-style-type: none"> • What is the institutional expectation of "regular and substantive contact"? • What does the DE review consist of, what is the length of review, what supports are there to carry out compliance with the review? • What are faculty rights during a review, i.e. access to course shells, student communication, graded assignments hosted on outside platforms 	
III. Draft DE Plan and Timeline Review	Kevin Kelly summarized the DE Plan. Discussion of District DE Plan 2.0: <p>Overview of updates/changes:</p> <ul style="list-style-type: none"> • Goals updated • Evaluation matrix added • Project goals linked to ACCJC goals <p>Discussion/Comments:</p> <ul style="list-style-type: none"> • What is the purpose of the document for the District and faculty? • Version 2.0 appears to have significantly more ACCJC focused language. • Ongoing committee concern about how the term "success" is being used in a particular and seemingly narrow way. Group recognizes and accepts that success goals need to be measurable. 	Inger Stark, Kevin Kelly, and Jason Cole to edit the Summary of Resource Needs (p. 16). Kevin Kelly to revise the draft DE Plan per Committee discussion and comments. Final Draft DE Plan by Dec. 11 for distribution to campus academic senates, classified

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	<ul style="list-style-type: none"> • Other definitions that need District-wide agreement: hybrid, blended, web-enhanced • Discussion of the need to be mindful of how the DE Plan communicates resource needs and whether these resource needs are the responsibility of the Colleges or District • Committee reviewed and revised the timeline for presenting the DE Plan to the campus senates • Discussion of dividing DE Plan work across smaller workgroups or in retreats • Discussion about the significance of committee membership turnover and more intentional planning for committee transitions <p>Recommendations from Discussion/Comments:</p> <ul style="list-style-type: none"> • Move ACCJC standards and language out of the core document and onto support pages. • Add how the term success is being used in the DE plan as a "definitional item". Also add a statement in the document acknowledging broader and multiple measures of success. • Definitions of "hybrid" and "online" need to be standardized and written into the new, revised AP • DE Plan should provide in the definition area examples of what substantive contact can look like in an online course • Confirm DE document is accessible • Take dollar amounts out of the summary resource needs list • Amend DE plan rollout timeline. New goal is for DE Plan to be available and online by December 11th, 2017 	<p>senates, and associated students (via campus directors of student life) and posting on DE website.</p>
<p>IV. Review DE Projects/Tasks (p.</p>	<p>Revisit and schedule work groups at the next meeting on Dec. 11</p>	

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9-12 of DE Plan)		
V. Other Items	Chelsea Cohen suggested holding another DE Retreat.	Tentative retreat planned for Wed. Jan. 17, 2018
Meeting Dates	2017: 9/25, 10/9, 10/23, 11/13, 11/27, 12/11	

[Notetaker: Linda McAllister]

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:

- PCCD DE Committee Agenda for 11/27/2017
- Draft PCCD DE Committee Meeting Notes for 10/23/2017
- Draft PCCD DE Committee Meeting Notes for 11/13/2017
- Draft Peralta Community College District Distance Education Plan, 2017-2020 (November 20, 2017, version 2.0)