

PCCD

Distance Education Committee

A G E N D A

**Monday
Nov. 25
2019**

1:00-2:30

**District Office
General Services
Conference Room #1**

- 1) Welcome and Introductions
- 2) Review and Approval of Agenda
- 3) Minutes from 10/28/19 (were any taken?)
- 4) **Updates**
 - a) Online Student Services Resolution: passed by PBC on 11/15 and will be forwarded to PGC for next meeting.
 - b) Recommended Instructor Preparation: revisions to AP4105 passed by DAS on 11/19 and will be forwarded to chancellor's cabinet for review.
 - c) Committee Appointments: still need 2 faculty appointed. Maybe focus on recruiting new folks to join for spring?
- 5) **Action item:** add the following language to the memo that accompanies the recommended changes to instructor preparation: ""The PCCD Distance Education Committee makes the recommendations below for instructor preparation to teach online and hybrid classes at any of the Peralta colleges. Additionally, the DE Committee recommends that PCCD AP4105 be amended to reflect these recommendations, *and that items governed by the CBA are prioritized for immediate negotiation.*""
- 6) **Prioritize Projects for Spring Semester**
 - Online counseling pilot
 - Proctoring software pilot (Proctorio or similar)
 - Workgroup to review PCCD policies and recommend changes/additions for policies needed related to online instruction:
 - Guidelines for Student conduct in online environments
 - Student discipline in online classes
 - Support college applications to join CVC-OEI consortium
 - Support/connect with college DE committees
 - Build sustainability for the PCCD Online Equity Initiative
 - *** *who will lead these projects?* ***
 - *** *how will work get done?* ***
- 7) December 9 meeting agenda