

District Education Chair Committee DRAFT Meeting Agenda

Thursday, September 23, 2021

2:00-3:30pm

Hosted Via Zoom

Committee Members
Sarah Burnett, DEC Chair Norco Sandra for Sarah X
Carrie Patterson, DEC Chair MVC X
Heather Smith, DEC Chair, RCC X
John Adkins, DEC Co-Chair, RCC X
Melody Graveen, DEC Co-Chair, MVC
Torria Davis, Dean of Distance Education, Interim X
Additional Guests: Gabriela Estrada Toro (taking minutes)

Zoom Information

<https://cccconfer.zoom.us/j/8574505461>

+1 669 900 6833 (US Toll)

Meeting ID: 857 450 5461

Agenda

1. Approval of Agenda- Dr. Davis motion to approve agenda as amended. Carrie 1st, John 2nd, Motion: Pass
- Action items were moved to Discussion section:
 - Consortium Membership
 - Adopt a Course Design Rubric
 - Local POCR Team

Action Items

1. Add 5 minutes to meeting time – Motion to extend the meeting by 5 minutes to cover all agenda items. Heather 1st; John 2nd, Motion: Passed
2. Self-Paced Versions of Senate Approved Online Teaching Certification Courses – Motion to establish qualifications for a faculty review team, and identify faculty to review edits made to the self-paced draft of the Online Teaching & Design and Equity Courses and modify if necessary. District- John 1st; Sarah 2nd, Motion: Passed
 - a. Possible criteria – 3 years online teaching experience of the completion of @ONE courses related to online teaching or equivalencies, two faculty per college, etc. Carrie proposed that we might want to discuss with faculty development.
3. Course Design Camp - Motion to establish qualifications for a faculty review team, and identify faculty to review edits made to the Course Design Camp as an option for RCCD’s in-house certification. District- John 1st; Heather 2nd, Motion: Passed
 - a. Carrie suggested taking one pathway at a time. Carrie will bring this to her

committee and ask if there will be volunteers.

- b. Sarah recommended that same faculty review team to review course design camp.

Discussion Items

1. Consortium Membership – Motion to recommend joining the CVC-OEI Consortium to Academic Senate, with an initial read of membership documents at the 11/1/21 meeting, and vote by senate to sign membership documents and join the CVC-OEI at the 11/15/21 meeting.
 - a. Carrie- asked how the process works. Do students have the first opportunity? Home college students have access first and then other students from consortium colleges.
 - b. Carrie- How does the POOCR courses work? Do all courses need to be evaluated and is there a certain percentage that needs to be evaluated. What needs to happen to be POOCR compliant?
 - c. Carrie- Does the assessment packet need to be done at colleges or at District? District will fill out one assessment packet. Norco has not had in depth discussions. There was a request for more information and evidence to support the issue. John mentioned the challenge is that we are losing to competitors. Dr. Davis stated that the data we are looking for is not available because we are not there yet. Sandra asked if we could get data from other institutions. John wants to know how many current students who are using consortium transfer back to us.
 - d. ERP- will students be able to enroll directly to the exchange? Should have a presentation to discuss these concerns. Dr. Davis mentioned that ERP was recognized.
 - e. Carrie- What are the steps after joining. What is the timeline for full integration and how long do we have?
2. Adopt a Course Design Rubric – How to proceed with adoption of a course design rubric.
 - a. Carrie proposed the adoption of the rubric first and then the consortium.
 - b. Sandra asked that a training plan be presented for introducing the course design rubric.
 - c. Heather asked if this would interfere with any current programs. Carrie explained that the rubric will not dictate the content.
 - d. Will asynchronously work on it via google doc. (Carrie will start the doc)
3. Local POOCR Team – Recommend to senate the establishment of a local POOCR team at each college, with an initial read of CVC-OEI POOCR Team information at the 11/1/21 meeting and a vote to establish the local POOCR Team at the 11/15/21 meeting.
 - a. Carrie asked what is the workload for a POOCR team member? Will it be Institutional service or DE committee and who will choose the members? (SPR or reassign time)
4. Registration for @One facilitated equivalency of senate approved courses with opportunity to become an @One facilitator for the two courses.
 - a. [Online Teaching and Design Registration Form](#)
 - b. [Equity and Culturally Responsive Online Teaching Registration Form](#)
 - c. Heather asked what the advantage of having @ONE training- Dr. Davis mentioned

- that being recognized through the CCC's, part time money for being a facilitator, there could be opportunities.
- d. Carrie asked if there are auditing options- Don't have auditing in our agreement but will find out. Will special projects be needed?
 - e. Heather asked if this information would come out to all the colleges? It comes from DE Newsletter.
5. Discussion of technology acquisition process implemented in Spring 2021 and criteria for discontinuing or not renewing a learning technology – Does this need to be formalized through Senate?
- a. Carrie asked if there is a time to request. Dr. Davis mentioned we need a process for renewals. We want to get to our supported technologies taken care of before budget is cut.
 - b. Sandra mentioned that we should focus on two areas of technologies. (Accessibility and Equity)

NOTE: Discuss with DEC in Preparation for October Meeting

1. *College DEC Reports
 - a. MVC
 - b. Norco
 - c. RCC
2. Course Developers on Campus
 - a. Best ways to promote their services
 - b. Best ways to solicit information from instructors so that course developers can build a course for them
 - c. How to prioritize course builds when there are more requests than can be accommodated?
 - d. Should course developers remain on campus as the district explores remote work options?
3. Thoughts about adopting the [Peralta Online Equity Rubric](#)

Adjourn (3:34pm)

Slide DEC Resource:

https://docs.google.com/presentation/d/1BYT1nSLyZdRIkE_8pekdf0xTreSbvy2a-AqZrQkP0tU/edit#slide=id.gf27582d339_1_0

*The details of the college DEC reports weren't captured in the minutes but will be captured in future minutes.