VC DE Advisory Group Minutes
April 11, 2024, 3:00pm - 4:30 pm
Teams Meeting (see invite on Calendar)

Agenda Item	Discussion Notes	Action?
Welcome Guests		
Minutes • Minutes from March 2024	Consent Agenda and Minutes approved	

Discussion Items
• Community of Practice (TBD)
• VC Academic Senate Report (Jennifer G)
• Report out on Equivalency Process Workgroup (Jennifer G)
• Report on DE Handbook (Matt)
• Committee Survey (email from Phillip Briggs on 3/26 for your link)
• Accessibility Wins (Meg)
• Online Teaching Conference
   o June 26-28, 2024
   o Long Beach Convention Center
• Canvas Training: Groups Collaborations and Discussions for Educators
   o **Date:** May 7, 2024
   o **Time:** 3:30 PM (MST - Mountain Standard Time)
   o **Audience:** All Canvas Users
   o **Agenda:** Link to Agenda
   o **Registration**: Webinar Registration Form.
• New Tools or Demonstrations
	Community of Practice: No specific discussion or presentations were planned for the Community of Practice.
	VC Academic Senate Report: J. Garner reported upcoming approvals by the Academic Senate, including two "POCR reviewers" to work with the academic vice president on an interim process for equivalency and appeals related to TOC (Teacher Online Training). She emphasized the ongoing effort to establish a permanent policy for these issues.
	Report out on Equivalency Process Workgroup: J. Garner led the discussion on revising the Equivalency Process Workgroup's guidelines based on Academic Senate feedback. The guidelines were generalized to set broad standards, avoiding detailed instructions while staying within existing employee responsibilities. The revision, aimed to align more closely with Senate expectations and simplify the equivalency request and appeal processes. The committee approved to have the revised guidelines presented to the Academic Senate for further approval.
	Report on DE Handbook: M. Moore discussed the updates made to the Distance Education (DE) Handbook, emphasizing that it's a supplemental guide to the VC Faculty Handbook and includes updated policies, procedures, and best practices. Significant revisions were made to improve clarity and coherence without altering the core content extensively.
	Committee Survey: J. Garner reminded members to fill out the committee survey linked in an email from Phillip Briggs, stressing the importance of feedback for assessing the committee's effectiveness.
	Accessibility Wins: M. Phelps highlighted several accessibility initiatives, including the planned adoption of the California Community Colleges Accessibility Center's maturity model for assessing and enhancing accessibility. She also mentioned improvements to captioning resources available to faculty, like those offered through 3C Media.
	Online Teaching Conference: Details about the upcoming Online Teaching Conference scheduled for June 26-28 at the Long Beach Convention Center were shared. J. Garner mentioned the availability of travel funds for faculty interested in attending.	

	Canvas Training: Groups Collaborations and Discussions for Educators: A training session scheduled for May 7 was highlighted, which focuses on using Canvas for group work, collaborations, and discussions. It was particularly useful for faculty who wanted to enhance their teaching strategies within Canvas. New Tools or Demonstrations: No new tools or demos were discussed in detail. M. Phelps and S. Oxford discussed ongoing accessibility for Zoom and shared captioning techniques.	
Next Meeting Agenda Items • Next Meeting May 9th		

Purpose: The workgroup's mission is to focus on delivering distance education and student support services for online courses, partially online courses, and on ground courses. The workgroup will be proactive in educational, technological, and professional development issues regarding distance education. (Used Grammarly Suggestions / Please review)

2023-2024 Goals
Goal One: Create a Community of Practice (CoP) within DEAG meetings where faculty can share practices to support and promote quality online teaching.

Goal Two: Develop practices for being faculty ambassadors of digital accessibility to support current Title 5 requirements.

Goal Three: Update the DE handbook to reflect new regulations, practices and a communication plan.

Constituency	Representative	Constituency	Representative	Constituency	Representative
Faculty Tri-Chair (VCAS)	Jennifer Garner	**Faculty (Math)**	Mike McCain	**Faculty (Span)**	Araceli Trujillo
Dean Tri-Chair (Dean)	Debbie Newcomb	**Faculty (Library)**	Linda Kennedy	**Faculty (Math)**	Mindy Case
Classified Tri-Chair	Matthew Moore	**Faculty (Econ)**	Ara Khanjian	**Faculty (Psy)**	Jamie Harmon
Administrative (VP)	Jennifer Kalfsbeek-Goetz	**Faculty (Soc)**	Andrea Horigan	**Faculty (Soc)**	Daniella Graves
Faculty (Business)	Nicole Falco	**Faculty (Poli Sci)**	Corinna McKoy	**Faculty**	Stephen Peluso
Faculty (Chemistry)	Erin Brocker	**Faculty (Physics)**	Hugh O'Neill	**Classified**	Sharon Oxford
Faculty (Sociology)	Ionna Schmidt	**Faculty (Psy)**	Jose Carlos Trujillo	**Classified**	A Olson-Pacheco
Faculty (Biology)	Nick Schooler	**Faculty (Math)**	Michelle Beard	**Classified**	Margaret Phelps is
Faculty (Spanish)	Fernando Hernandez	**Faculty (History)** **Student Rep.**	Ray Tracy	**Classified** **Student Rep.**	Andy Lucas