

VC DE Advisory Group Minutes

December 14, 2023, 3:00pm - 4:30 pm

Teams Meeting (see invite)

| Agenda Item | Discussion Notes | Action? |
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| Welcome Guests | | |
| Agenda and Minutes <ul style="list-style-type: none"> • Minutes for November 9, 2023 | Minutes were not available and will be approved in January Meeting. Consent agenda approved. | |
| Discussion Items <ul style="list-style-type: none"> • Community of Practice Share Teams (DE Team) (20 Minutes) <ul style="list-style-type: none"> ○ DE Summit: Save the Date! March 7 (Flex) <ul style="list-style-type: none"> ▪ Call for proposals (Due Jan. 14) ○ Accessibility Wins ○ Microsoft Seeing AI App ○ DE Handbook • VC Academic Senate Report (Jennifer G) <ul style="list-style-type: none"> ○ Present Certification Course (DE Team) ○ Input from VCDEAG ○ Recommendation To Approve Latest version of Recertification Revisions (TOC) • CVC (Sharon) <ul style="list-style-type: none"> ○ DET/CHE Update ○ PD: @ONE courses are currently FREE! • Studio Control Room (Matt) • Report on Goal Progress: (Matt) • Communication plan <ul style="list-style-type: none"> ○ PowerPoints in Staff Resource Room (Matt) ○ Spring 2024 (DE Team) ○ Please use Tidy Up (DE Team) ○ Updates on new items in Hub (Matt) | <p>Community Practice: The committee explored Teams and provided a brief overview of the tools- DEAG will now be transitioning from Zoom to Teams.</p> <p>DE Summit: Seeing AI: M. Moore shared a link about the Seeing AI app as a potential resource for the team. He briefly describes the app, highlighting its organizational features for visual content. He suggests a demo for another time if anyone is interested.</p> <p>DE Handbook: J. Garner inquired about the Diversity, Equity (DE) handbook and how it would be shared for feedback if the committee continued using Teams meetings. M. Moore explained that the handbook was presented as a file in the current meeting, specifically the DE handbook for training. Confusion was expressed about the format, and a suggestion was made to use an editable document for collaborative edits. They discussed the process of collecting feedback, setting up links in advance, and finalizing the document before presenting it to the team for approval. The committee appreciated the clarification and practical approach, emphasizing the use of Teams for seamless collaboration.</p> <p>Academic Senate Report: The TOC revisions were presented to the Academic Senate by A. Olsen-Pacheco. J. Garner requested feedback and approval for recommendations to present to the Senate. The committee discussed the challenges of maintaining valuable content while adhering to time limitations. The group explored alternatives, such as incorporating discussions into different assignments. Ultimately, a vote was conducted to advise the Academic Senate to approve the revised recertification version, with 13 votes in favor and none against.</p> <p>CVC: S. Oxford reported that CVC has professional development courses, usually priced at \$85, currently offered for free. She highlighted this opportunity for additional professional development. The most sought-after online courses in the CVC exchange were reported to be calculus, physics, and, surprisingly, real estate. Despite limited advertising, the CVC exchange consistently attracts over 50 students each semester.</p> <p>Studio Control Room: The studio control room at the LRC studio has been identified as a potential space for faculty to record. M. Moore shared that the room,</p> | |

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| | <p>previously used for storage under the direction of the Dean of Humanities, could serve as a valuable resource. The committee is seeking approval to make the space available to faculty for weekend use. There has been some controversy surrounding its use, but the committee aims to repurpose it for faculty recording. The matter was presented for consideration and approval.</p> <p>Goals Progress: M. Moore provided an update on the progress of the goals. The first goal, focusing on the community of practice, is underway with plans for future sessions. The DE Team actively seeks contributors for January sessions where faculty can share experiences, conference takeaways, or classroom innovations. The second goal involves accessibility wins, and a form has been created for faculty to share their successes in this area. Lastly, the DE handbook is being updated, and a structured approach has been outlined for its revision. M. Moore concluded the update, inviting any further discussions or questions from the attendees.</p> <p>Communication Plan: The DE 4 team has placed informative PowerPoints on relevant topics in the Staff Resource room, playing continuously on a loop. The presentations cover various themes, such as preparing for the spring semester and accessibility. M. Moore invited everyone to check them out and mentioned they are available for inquiries or assistance.</p> <p>M. Moore assured everyone that the DE team is available to assist in designing spring courses, emphasizing the confidentiality of their discussions.</p> <p>Tidy Up: J. Garner then shared her positive experience with the tool "tidy up" and inquired about updates in the hub. M. Moore confirmed the availability of tidy-up. M. Moore highlighted updates in the first module of the hub, providing information on spring developments and events like the Instructure Con conference in Las Vegas.</p> | |
| <p>Next Meeting Agenda Items</p> <ul style="list-style-type: none"> • Next Community of Practice Presenter? • Faculty Driven Newsletter? • Discussion Redesign July 2024 (CoP) | <p>The meeting concluded with an invitation for faculty to share practices in the next meeting, and J. Garner expressed curiosity about the agenda items for the faculty-driven newsletter and the discussion redesign in July 2024, leaving it as a surprise for the next meeting.</p> | |

Purpose: The mission of the workgroup is to focus on the delivery of distance education and student support services for online courses, partially online courses, and on ground courses. The workgroup will take a proactive role in educational, technological, and professional development issues pertaining to distance education.

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 (Biology) | 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 (Counseling) | | Faculty (Math) | Michelle Beard | Classified | Margaret Phelps |
| Faculty (Spanish) | Fernando Hernandez - | Faculty (History) | Ray Tracy | Classified | Andy Lucas |
| | | Student Rep. | | Student Rep. | |

*In Attendance