

VC DE Advisory Group Meeting Minutes
December 8, 2022, 3-4:30 pm
 Hosted via Zoom <https://vccd-edu.zoom.us/j/98161605150>

Committee Members								
Constituency	Representative		Constituency	Representative		Constituency	Representative	
Faculty Tri-Chair (Biology)	Jennifer Garner		Faculty	Chloe Branciforte		Faculty (Spanish)	Araceli Trujillo	
Administrative Tri-Chair (Dean)	Debbie Newcomb	x	Faculty (Library)	Linda Kennedy		Faculty (Business)	Nick Norris	x
Classified Tri-Chair	Matthew Moore	x	Faculty (Econ)	Ara Khanjian		Faculty (Math)	AJ Naderi	
Administrative (VP)	Jennifer Kalfsbeek-Goetz		Faculty (Sociology)	Andrea Horigan		Faculty (Sociology)	Daniella Graves	
Faculty (Business)	Nicole Falco	x	Faculty (Poli Sci)	Corinna McKoy		Faculty	Stephen Peluso	
Faculty (Chemistry)	Erin Brocker		Faculty (Physics)	Hugh O'Neill		Classified	Sharon Oxford	x
Faculty (Sociology)	Ionna Schmidt		Faculty (Art)	Meg Phelps	x	Classified	Ali Olson-Pacheco	x
Faculty (Counseling)	Sheehan Casey	x	Faculty	OPEN		Classified	Margaret Phelps	x
Faculty (History/AES)	Rubisela Gamboa		Faculty (History)	Ray Tracy		Classified	Andy Lucas	x
Faculty (History)	Colleen Coffey		Faculty (Communication)	Jamie Harmon		Student Rep.	OPEN (?)	

Agenda Item	Discussion Notes	Action?
1) Welcome Guests (Matt)		
2) Consent Agenda and Minutes (Matt) <ul style="list-style-type: none"> • Minutes for November 10, 2022 • Agenda December 8, 2022 	Consent Agenda and Meetings approved.	
3) Discussion Items (Matt) <ul style="list-style-type: none"> • 20 minutes: Time to discuss workgroup goals and agendas <ul style="list-style-type: none"> ○ 3 Break out rooms ○ Files <ul style="list-style-type: none"> ▪ MS Documents: Goals '23 Subcommittees ▪ MS Excel Questions: Goals worksheets • DE Retreat (Dec 9) 	Committee members went broke out into discuss their 2022-23 committee goals.	

<p>4) New Tools, Faculty Spotlights, and/or Demonstrations (Matt)</p> <ul style="list-style-type: none"> • Faculty Spotlight: Authentic Assessments from Math Department (@ 3:30) <ul style="list-style-type: none"> ○ Michelle Beard, Jack Bennet • Tidy Up (WARNING: 3 months left) 	<p>Math faculty M. Beard and J. Bennet provided a presentation to the committee on Authentic Assessments.</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.

Vision: We will provide quality distance education services that enhance students’ opportunities to be successful in their educational pursuits.

2022-2023 Goals

Goal 1: *Implement faculty-driven professional development that spotlights best practices in equity, humanization, and inclusion.*

Goal 2: *Develop peer mentoring community of practice to meet faculty where they are, bring new instructors to proficiency, and current DE instructors from competency toward excellence.*

Goal 3: *Create institutional best practices and resources for promoting academic integrity in online course design.*