VC DE Advisory Group Minutes
January 11, 2023, 3:00pm - 4:30 pm
Teams Meeting (see invite on Calendar)

Agenda Item	Discussion Notes	Action?
Welcome Guests		
Minutes • Minutes from December 14, 2023	Consent Agenda and Minutes Approved.	

Discussion Items
• Community of Practice – Lessons with AI (Matt)
• VC Academic Senate Report (Jennifer G)
• Report on DE Handbook within Teams (Matt)
• DE Communication Plan
    ◦ PowerPoints (Matt)
• DE Summit '24 (Meg)
    ◦ Extended to Jan 22, 2024
    ◦ March 7, 2024
    ◦ Online
    ◦ Student Panel Participants from VC (2 Students)
• Accessibility Wins (Meg)
	Community Practice: M. Moore gave a brief presentation on AI and highlighted its role in lesson design for teachers and students, emphasizing technology like Con Migo, GPT, Pogo.com, Google Bard, and Microsoft Copilot. They also mentioned tools for students, such as Microsoft Learning Accelerators, reading coaches, speaking coaches, Microsoft Math, and Seeing AI. Key points stressed active student engagement, immediate feedback, and working on challenging material. Educators were urged to review responses for accuracy, evidence, grammar, and relevance, focusing on straightforward questions and backward design for specific elements in student creations. The presentation concluded with a breakout session where committee members were encouraged to explore ways to incorporate AI into different lesson design elements, fostering discussion and idea generation.
	Academic Senate Report: During the latest Academic Senate meeting, the discussion centered around approving the updated Teaching Online Certification (TOC) course, which addresses administration requests and aligns with the bargaining agreement. Representatives from the three academic senates and two from the AFT held a meeting to address district-wide confusion on recertification. VC Academic Senate plans to bring the most current TOC online training course for approval next week. The district-level decision for the upcoming TOC aligns with the latest version, catering to faculty requests and upholding the contract. J. Garner highlighted the commitment of DE teams across the district to provide adequate training for faculty. As Senate secretary and DEAG delegate, J. Garner aims to enhance transparency in communications between the administration, the Union, academic senates, and DE teams.
	DE Handbook: M. Moore shared the progress on the DE Handbook, emphasizing the need for feedback and stating that the current version is available for discussion. However, due to ongoing district-level decisions, further review and potential changes may be needed. J. Garner suggested removing contractual information but adding references for those seeking details. M. Moore acknowledged the need for ongoing review. He suggested moving on to another section while keeping the current one under consideration. M. Beard and M. Phelps discussed referencing the contractual sections and clarified the document's longevity. The decision was made to proceed to the next section and hold off on further review of the current one.
	DE Summit: M. Phelps discussed the call for proposals for the DE Summit, emphasizing the extended deadline to January 22nd and the event date on March 7th, 2024. She encouraged participants to consider submitting proposals related to three tracks:
	• Demonstrating care for students
	• Authentically engaging students
	• Creating culture in the online classroom	

	She also mentioned the opportunity for students to participate in a panel and urged committee members to recommend engaged and articulate online students. A. Horigan inquired about accessing chats; M. Phelps explained the specific chat channels associated with each meeting and how the DE Summit information could be shared with others. **Accessibility Wins:** M. Phelps reminded members about the Accessibility Wins form, encouraging them to share any accessibility successes, big or small. She demonstrated the form and mentioned its iterative nature, emphasizing that even learning something new about accessibility could be considered a win. She introduced new resources, including links to videos and websites for further learning. S. Oxford shared an informal win in the chat, explaining how the Ask Center's student workers helped accurately caption over 25 videos in two weeks. Committee members were encouraged to contribute their wins in the form and informally during the meeting.	

Next Meeting Agenda Items
• Next Community of Practice Presenter?
• Future Topics (Trainings or Meetings)
  o Discussion Redesign July 2024 (CoP)
  o Popetech Dashboard
  o Converting to New Quizzes		

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