

VC DE Advisory Group Minutes
March 14, 2024 3:00pm - 4:30 pm
Teams Meeting (see invite on Calendar)

| Agenda Item | Discussion Notes | Action |
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| Welcome Guests | | |
| Minutes <ul style="list-style-type: none"> • Minutes from Feb 2024 | Feb. 2024 Minutes and Consent Agenda approved | |
| Discussion Items <ul style="list-style-type: none"> • DE Summit '24 Key Takeaways (Team) • VC Academic Senate Report (Jennifer) • Report out on Equivalency Process Workgroup (Jennifer) • TOC Clarifying Updates (Sharon) • Report on DE Handbook (Matt) • Accessibility Wins (Meg) <ul style="list-style-type: none"> ○ PopeTech Dashboard • Professional Development Opportunities | <p>DE Summit '24 Key Takeaways: M. Moore initiated the discussion by mentioning the DE Summit and highlighting a book called "Equity by Design" by Marco and Katie Novak, which he found impactful. Committee members shared their experiences, with highlights including presentations on Microsoft Sway by M Phelps, AI integration by M. Moore, accessibility features, and the importance of creating community in online classes as per student feedback.</p> <p>VC Academic Senate Report: J. Garner discussed the equivalency and appeals process related to DE, emphasizing the need for Ventura College and other campuses to establish a consistent policy. The report included updates on the recertification training approval across colleges and developing a process for handling equivalency requests and appeals. A draft document was reviewed, and suggestions for improvements and clarifications were made, especially regarding timelines for decision-making and language used in appeal claims.</p> <p>Report out on Equivalency Process Workgroup: This was integrated into the VC Academic Senate Report discussion, focusing on the equivalency process's details, including drafting, revisions, and the need for a district-wide conversation to finalize the process.</p> <p>TOC Clarifying Updates: S. Oxford shared updates on the Teaching Online Certification (TOC) process, including structural changes to make navigation easier for users, clarifications on module usage, and the introduction of a "fast track" pathway for surface skimmers or snorkelers. These updates were in response to feedback and aimed to enhance the clarity and accessibility of the TOC recertification course.</p> <p>Report on DE Handbook: M. Moore presented the progress made in updating the Distance Education Handbook, including integrating feedback and changes made throughout the year into a draft document. Discussion included whether to finalize and present the updated handbook to the academic senate this year or continue revisions into the following year.</p> <p>Accessibility Wins: M. Phelps highlighted the lack of new responses for reporting accessibility wins but encouraged sharing any learning experiences related to accessibility from the DE</p> | |

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| | <p>Summit. She also mentioned the PopeTech Dashboard as a tool for accessibility checks, sharing links for resources, and reporting accessibility improvements.</p> <p>Professional Development Opportunities: The discussion briefly touched on upcoming professional development opportunities, the California Community Colleges Online Teaching Conference as a valuable event to consider attending was mentioned.</p> | |
| <p>Next Meeting Agenda Items</p> <ul style="list-style-type: none"> • Next Community of Practice Presenter? • Future Topics (Trainings or Meetings) <ul style="list-style-type: none"> ○ Discussion Redesign July 2024 (CoP) ○ 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 (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 - |
| Faculty (Spanish) | Fernando Hernandez - | Faculty (History) | Ray Tracy | Classified | Andy Lucas |
| | | Student Rep. | | Student Rep. | |