VC DE Advisory Group Minutes
March 9, 2023, 3-4:30 pm
Hosted via Zoom https://vcccd-edu.zoom.us/j/98161605150

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

Agenda Item	Discussion Notes	Action?
1) **Welcome Guests**	*	
2) **Consent Agenda and Minutes** • Minutes for February 9, 2023 (Jennifer) • Agenda March 9, 2023 (Jennifer)	Consent Agenda and Minutes Approved	

3) **Discussion Items**
• Distance Education Summit March '23 (Matt)
• Approval of the OTTC for March Training (Matt)
• New AFT Contract – Article 23 (Debbie)
• Workgroup updates (if met):
   o MS Documents: Goals '23 Subcommittees
   o MS Excel Questions: Goals worksheets
	DE Summit 23: M. Moore provided a recap of the presentations offered. The summit provided a recap of what worked, what did not, and what topics faculty would like more workshops on:
	• C. Coffey provided feedback from the Faculty PD Committee.
	   o More time with presentation topics
	   o Topic redundancy and low engagement opportunity
	   o The committee suggested Ventura College campus-specific events in place of a District event.
	• E. Brocker asked for more STEM-focused presentations.
	• A. Khanjian had the best student panel he had seen. The questions were good – students articulated their opinions, and
		J. Garner will ask for clarification on the AFT Contract Article 23. at next Academic Senate meeting.

	the panel was well organized. There is a need for presentations on AI, and many things can be learned. • S. Casey enjoyed the CVC Exchange and getting more information on being a teaching college, having certified Poker instructors, and what that means for students and Ventura College. **New AFT Contract:** Clarification requested about approval of the OTTCC training and learning outcomes and the AFT agreement. Dean Newcomb explained her understanding of what the draft copy of Article 23 of the AFT contract says about Instructional Designers and assisting students in class Canvas courses. Dean Newcomb reviewed section 23.2.C, including 23.2.c(1) and (2). She explained that faculty would need to provide permission to the ITDs to access online courses when assisting students with technological problems. S. Oxford asked the committee for any solutions or ideas to help streamline the process; the ITDs would appreciate any template language faculty would like to provide to be used in any correspondence to students. **Work Group Updates:** No Update for Goal #1 and #2 – Goal #3. There are continual conversations about ChatGPT and academic integrity. J. Graner discussed M. Phelps' idea of creating a template for faculty to share short videos and effective practices.	
4) **New Tools, Faculty Spotlights, and/or Demonstrations** • Mobile Friendly Resources (Meg) • Teaching Concepts Using AI (Office hours/Friday Studio) (Matt)	Open Studio Topic will be on Mobile Friendly Designing and Strategies. M. Phelps is creating a Canvas page on the topic and will share it once it is complete. **AI Teaching Concepts:** M. Moore is figuring out what he will do with the research he is conducting on how to use AI in teaching. IDTs expressed interest in providing workshops or conversations that dive deeper into the topic	

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.*