

VC DE Advisory Group Minutes
May 11, 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		Faculty	Chloe Branciforte	x	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		Faculty (Math)	AJ Naderi	
Administrative (VP)	Jennifer Kalfsbeek-Goetz		Faculty (Sociology)	Andrea Horigan	x	Faculty (Sociology)	Daniella Graves	
Faculty (Business)	Nicole Falco		Faculty (Poli Sci)	Corinna McKoy		Faculty	Stephen Peluso	x
Faculty (Chemistry)	Erin Brocker	x	Faculty (Physics)	Hugh O'Neill		Classified	Sharon Oxford	x
Faculty (Sociology)	Ionna Schmidt		Faculty (Art)	Meg Phelps		Classified	Ali Olson-Pacheco	x
Faculty (Counseling)	Sheehan Casey		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	x	Student Rep.	OPEN (?)	

Agenda Item	Discussion Notes	Action
1) Welcome Guests	No guest	
2) Consent Agenda and Minutes <ul style="list-style-type: none"> • Minutes for April 11, 2023 • Agenda May 11, 2023 	Consent Agenda and Minutes approved	
3) Discussion Items <ul style="list-style-type: none"> • Feedback on Title 5 Implementation Plan (Debbie/Sharon) • Goals Updates (Team Leaders) • Academic Senate Report (Jennifer) • Online Attendance Tool Option (Test Instance) • Faculty Feedback for IASC: Faculty Input (Meg/Ali) <ul style="list-style-type: none"> • Field Trip and Discussion 	<p>Goal 1 Update: Meg created a convenient video template for easy video clip integration, facilitating video production. Additionally, a form has been created and tested with Jennifer Garner, enabling her to answer questions and upload course screenshots or screencasts highlighting specific practices or strategies. These will be incorporated into the template for video production. The plan is to reach out to everyone in DEAG with equity-based practices or content related to library materials and other specified topics to create a video series showcasing faculty practices and strategies. The team is progressing, and the plan is almost ready to implement.</p> <p>Goal 2 Update: A few months ago, we learned that funding for mentorship would not be renewed. The subcommittee held several meetings and exchanged emails to brainstorm alternatives since volunteering was not sustainable. The committee collectively decided to draft a letter, which was written and shared for feedback. We</p>	

hope to pass it with the support of the larger committee or campus leadership. Norris expressed that he is unsure of the process, but with the group's support, would like to send it to the Executive Committee, the Senate, or someone else before the end of the Spring 2023 semester.

The subcommittee wanted to gauge the group's interest in this approach. The letter asks campus leadership to reconsider and secure funding for professional mentoring. If they decline, mentoring will need to continue informally. Guidance is appreciated.

Harmon conveyed her disappointment regarding the limited interest in the mentorship program, attributing it to funding constraints. She emphasized that the program had been a significant success for all participants. Several members proposed that this could potentially be a topic for discussion at the professional development committee meetings.

Goal 3 Update: Moore discussed the introduction of Chat GPT-3 and its impact on academic integrity. There were organized training sessions with various departments to explore AI and its ethical implications, mainly focusing on teaching with AI. Moore also mentioned the creation of lesson plans to help guide instructors on using AI as a complementary tool to promote academic integrity with the help of the English Department and other departments. Moore mention GPT-0 as a tool to help detect AI-generated text and discussed the need to adapt writing assignments for the future was also mentioned. There was encouragement from other group members to share experiences and insights about using AI tools like Turnitin and their semester outcomes, especially when incorporating generative AI into classes.

Feedback on Title 5 Implementation Plan: Title 5 changes have broader implications beyond the DE department and impact the entire campus. It requires an implementation plan by June. Oxnard College's draft document addresses various aspects. The changes were discussed with DEETAC, and the document reflects these discussions. The committees' feedback is needed quickly. The changes mainly affect DE but also have broader relevance. The first standard change is regarding publication standards mandates technology disclosures for all courses, not just online ones. The upcoming summer will focus on planning for implementation, including defining new language, necessary actions, communication methods, and responsible parties.

Brocker appreciated the course communication changes, particularly for hybrid and on-ground courses with online components. Viewing the potential workload positively, she suggests expanding communication beyond CRN notes and emphasizing the importance of clarifying time commitments, including total hours, for fully online and hybrid courses to ensure clear expectations. The discussion included Accessibility changes.

	<p>Academic Senate Report: Academic Senate approved Student Learning Outcomes (SLOs). Additionally, Jennifer Garner introduced a resolution that garnered unanimous support from Senate members. This resolution advocates establishing a district-level accessibility specialist role to support faculty in ensuring accessibility compliance.</p> <p>IASC (Instructional Accessibility Support Center): The discussion focused on DE's needs in implementing accessibility changes at VC. Input was requested from the committee on the Accessibility Specialist role, hoping that they can lead a cultural shift towards greater accessibility awareness. This person would coordinate accessibility reviews and plans and promote accessibility culture. Suggestions include producing newsletters, videos, and how-to guides, starting with new faculty orientation, and addressing discipline-specific best practices, training, and templates. They also highlighted the importance of ensuring templates are accessible before dissemination and making accessibility a part of everyday practices, such as email communications and marketing videos. The goal is to create a campus-wide culture of accessibility.</p> <p>Branciforte mentioned: Curriculum is working on a Canvas page for faculty as they update their courses to ensure accessibility right from the start, fostering a culture of thoughtful accessibility during course creation or updates.</p>	
<p>4) New Tools, Faculty Spotlights, and/or Demonstrations</p> <ul style="list-style-type: none"> • Ideas for Next Fall 	<p>Will be discussed during the field trip.</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.*