

VC DE Advisory Group Minutes

November 09, 2023, 3:00pm - 4:30 pm

Hosted via Zoom <https://vccd-edu.zoom.us/j/98161605150>

Agenda Item	Discussion Notes	Action?
Welcome Guests		
Agenda and (Music) Minutes <ul style="list-style-type: none">Minutes for October 12, 2023	Consent Agenda and Minutes Approved Unanimously	
Discussion Items <ul style="list-style-type: none">Community of Practice Share (Jamie Harmon) (20 Minutes)VC Academic Senate Report (Jennifer G)CVC (Sharon) (5 Min)<ul style="list-style-type: none">PopeTech DashboardVoting on ThemesDiscussion Redesign July 2024DEETAC approves process for EquivalencyReport on Goal Progress for 2023-2024: (Matt)<ul style="list-style-type: none">Accessibility Wins (Meg)DE Handbook (Matt) (RSI section) (20 Minutes)TOC Report Out on First Certification Course (Ali)<ul style="list-style-type: none">Survey Overview – Informed Updates for TOC	<p>Community Practice: J. Harmon reflected on her experience creating online classes and emphasized the importance of offering students multiple learning options. She shares insights from revamping her intercultural class, showcasing four ways she incorporated choices. Jamie encourages others to consider implementing similar options in their online teaching to promote individualized and collaborative learning experiences. The committee broke out into groups. Break out group discussions - providing teaching alternatives and addressing grading complexity concerns. J. Harmon explained her grading system, emphasized student engagement through varied options, and acknowledged potential challenges. The conversation touched on creating equitable assignments and the trick of encouraging more student engagement.</p> <p>Academic Senate: Concerns were raised regarding using Zoom for faculty evaluation meetings, especially for tenure—worries about the lack of attention and participation affecting the evaluation process. The consensus reached in the Senate suggests establishing norms for such meetings, emphasizing the importance of human behavior. The report highlights the need for technology to serve the candidates' and committees' needs effectively. No further actions have been taken, and updates will be provided if any decisions or actions arise.</p> <p>CVC: S. Oxford shared that the state will fund an updated version with a Pope Tech dashboard, offering a course overview to streamline instructor tasks. Canvas is open for voting on themes until November 15, with suggestions to vote for outcome improvements. She demonstrated the voting process and encouraged voting for multiple themes. Additionally, S. Oxford announced a new "Discussions Tool" redesign in Canvas, with training to be provided. The rollout is expected in mid-July 2024.</p> <p>DEETAC: A new process is being developed, allowing individuals to request equivalency to determine if their previous training is comparable to the current requirements instead of taking the TOC. Key aspects include a form to assess training comparability and a screencast walkthrough on a course orientation module, aligning with the two primary outcomes. Some suggested equivalent courses include "Humanizing STEM," covering accessibility, and the "Poker Reviewer Training" if it includes accessibility.</p>	

	<p>Goals: 1 is to create a community of practice, and progress has been made with Jennifer and Jamie leading the way.</p> <p>2 involves developing practices for faculty ambassadors, with Meg presenting a project idea related to TOC.</p> <p>3 focuses on accessibility wins; a form was shared to gather information on positive accessibility outcomes. Members are encouraged to fill it out and provide feedback on how to make improvements. The collected data can be shared within the community to celebrate achievements. Playful ideas, like a "pirate treasure" system, were also suggested for recognizing accomplishments.</p> <p>TOC: About 85 faculty members need recertification, down from the initial count of over 100. Positive feedback from completed pilot cohorts has led to ongoing updates to the course, addressing faculty suggestions. Improvements include reducing recertification assignments, incorporating research-specific activities, and offering guidance for efficient course completion. A. Olsen-Pacheco provided future TOC session dates and discussed the possibility of sending an updated list of faculties needing recertification. A. Olsen-Pacheco highlighted the collaborative effort to enhance the TOC experience and provide valuable training for faculty.</p> <p>DE Handbook: M. Moore discussed updating the handbook to align with new regulations, practices, and a communication plan. Using the document as a starting point for discussion was suggested, as well as sharing the link for review and proposing adding examples of regular and substantive interaction to standardize course updates. Other members supported incorporating template language and reinforcing the definition of terms like "regular" in the handbook. The group agreed to make these changes and discussed the term "robust," finding it sufficient. M. Moore concluded by planning to incorporate the feedback and present the revised section at the next meeting, with the next handbook section to be determined.</p>	
<p>Next Meeting Agenda Items</p> <ul style="list-style-type: none"> • Communication plan <ul style="list-style-type: none"> ○ Showing PowerPoints in Staff Resource Room ○ Newsletter ○ Advertise via the Hub • Next Community of Practice Presenter 	<p>Share slides for Matt to add to the SRC space.</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.

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

*In Attendance