

VC DE Advisory Group Minutes
November 10, 2022, 3-4:30 pm
 Hosted via Zoom <https://vccd-edu.zoom.us/j/98161605150>

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

Agenda Item	Discussion Notes	Action?
1) Welcome Guests and Ice breaker (Matt)		
2) Consent Agenda and Minutes: (Debbie) <ul style="list-style-type: none"> • Minutes for October 13, 2022 • Agenda November 10, 2022 • Approval of Goals <ul style="list-style-type: none"> ○ Goal 1: <i>Implement faculty-driven professional development that spotlights best practices in equity, humanization, and inclusion.</i> ○ Goal 2: <i>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.</i> ○ Goal 3: <i>Create institutional best practices and resources for promoting academic integrity in online course design.</i> ○ Goals worksheets 	Consent agenda approved Motion by J. Harmon and 2nd by A. Olsen-Pacheco. Workgroups were created for each goal. J. Kalfsbeek mentioned that the math department has eight members working on a 3-semester project on integrating authentic assessment in the classroom. Michelle Beard is the point of contact.	M. Phelps will reach out to Ara and confirm he would like to be involved in Goal #3. S. Oxford will reach out to the campus test proctor and invite him to be part of Goal #3 workgroup. M. Moore will reach out to Math, Sciences and English to seek faculty involvement in Goal # 3

<p>3) Discussion Items</p> <ul style="list-style-type: none"> • Create Work Group for Goals • DE Program Review Updates (Meg) • DE Retreat (Save the Date: Dec 9) • DE Handbook – Accreditation Alignment • Given to DEETAC <ul style="list-style-type: none"> ○ Finding Consistent Evaluation Resource that aligns with Faculty Contract regarding DE ○ Consistent Nomenclature of Online Modalities ○ Finding ways to communicate class start dates • Training Update <ul style="list-style-type: none"> ○ OTTCC (Sharon) ○ Humanizing STEM (Ali) ○ VC DE Canvas Orientation for Students (Matt) ○ RSI (Meg) 	<p>December 9th End of the Year get together/ Retreat and Activities were briefly discussed including:</p> <p>Dec 8th the last meeting of the year was decided on and agreed to be a work goal meeting instead of a general meeting.</p> <p>DE Handbook: Most recent handbook-2021 needs to be reviewed to ensure the RSI language aligns with what we are doing. Looking for volunteers to help update it with a faculty voice.</p> <p>Accreditors will be here in spring looking at DE courses from fall. It is recommended that the RSI section is updated with accreditation standards and revised later. S. Casey, A. Olsen-Pacheco, and M. Phelps agreed to work on it.</p> <p>Quick DETAC update provided by S. Oxford.</p> <p>Program review slides presented by M. Phelps outlined the equipment and positions requested.</p> <p>OTTCC's current course runs from October 31 - November 4. A. Olsen Pacheco, along with a colleague from Moorpark, are revamping the OTTCC training.</p> <p>18 faculty in various disciplines are joining a state-wide training on reducing equity gaps in STEM using humanizing STEM techniques created by Michelle P. Rock. The group is working with the HSI Stem grant to implement best practices into faculty internships.</p> <p>DE Canvas Orientation is continuing, and the spring 2023 link is being updated. About 350 students have completed the training and earned a badge.</p> <p>RSI Workshop are coming to an end – about 75 faculty went through the training and provided great feedback.</p>	
<p>4) New Tools, Faculty Spotlights, and/or Demonstrations</p> <ul style="list-style-type: none"> • "Faculty Spotlight": <i>Do you know someone who can demo a great humanizing practice? Let us know. Guest Teacher, Software Demo from Company, Yourself, (Meg)</i> • Tidy Up (Your Feedback) (Sharon) (about 4 months left to delete files using tool.) • Feedback Fruits (Meg, Aracelli, and Matt 3/5) 	<p>M. Phelps briefly explained what "Faculty Spotlight" is. They are looking for faculty who would like to share ideas and best practices that work in their courses with other faculty who would like to adopt some of the techniques.</p> <p>S. Oxford recapped having Tidy up what it does and how long it is available.</p>	

	Feedback Fruits is a project-based software - Some members have access but have yet to have an opportunity to use it this semester. Still, they will pilot it next semester: 5 copies, free lifetime access with lots of features. Feedback Fruits is part of College Buys.	
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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.

2021-2022 Goals: (OLD Goals)

1. Provide faculty with actionable resources in preparation of the 2022 ACCJC accreditation audit.
2. Devise support strategies for faculty new to online teaching through peer support/mentoring program.
3. Create a work group to explore options for fostering academic integrity in course design and proctoring.