

VC DE Advisory Group Meeting Minutes

October 12, 2023, 3-4:30 pm

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

Constituency	Representative		Constituency	Representative		Constituency	Representative	
Faculty Tri-Chair (Biology)	Jennifer Garner	x	Faculty (Math)	Michael McCain		Faculty (Spanish)	Araceli Trujillo	
Administrative Tri-Chair (Dean)	Debbie Newcomb	x	Faculty (Library)	Linda Kennedy	x	Faculty (Math)	Mindy Case	
Classified Tri-Chair	Matthew Moore	x	Faculty (Econ)	Ara Khanjian		Faculty (OPEN)		
Administrative (VP)	Jennifer Kalfsbeek-Goetz		Faculty (Sociology)	Andrea Horigan	x	Faculty (Sociology)	Daniella Graves	
Faculty (Business)	Nicole Falco	x	Faculty (Poli Sci)	Corinna McKoy		Faculty	Stephen Peluso	x
Faculty (Chemistry)	Erin Brocker		Faculty (Physics)	Hugh O'Neill		Classified	Sharon Oxford	x
Faculty (Sociology)	Ionna Schmidt		Faculty (Art)	Meg Phelps	x	Classified	Ali Olson-Pacheco	x
Faculty (Counseling)			Faculty (Math)	Michelle Beard	x	Classified	Margaret Phelps	x
Faculty (Spanish)	Fernando Hernandez		Faculty (History)	Ray Tracy		Classified	Andy Lucas	x
Faculty (Psychology)	Jose Carlos Trujillo		Faculty (Communication)	Jamie Harmon		Student Rep.	OPEN (?)	

Agenda Item	Discussion Notes	Action
1) Welcome Guests		
2) Agenda and (Music) Minutes <ul style="list-style-type: none"> Minutes for Sept 14, 2023 	Consent Agenda and Sept. 14 th Minutes approved.	
3) Discussion Items <ul style="list-style-type: none"> Community of Practice Share (Jennifer G / Meg) (15 Minutes) VC Academic Senate Report (Jennifer G) Goals Setting for 2023-2024: (Matt) <ul style="list-style-type: none"> 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. 	<p>Community Practice: J. Garner announced that Jamboard will not be available after December 2023.</p> <p>J. Garner presented an alternative collaborative board called Miro, which offers free educator accounts but requires more setup. She expressed having experience using Miro for mapping and brainstorming. The committee is encouraged to explore Miro's features.</p> <p>The committee briefly touched on Microsoft Whiteboard, Padlet, Flip, and Canva and how to access them.</p> <p>Academic Senate Report: J. Garner reported that some clarification was provided related to DE Recertification and the MOU.</p> <p>Goals 23-24: M. Moore reviewed the proposed goals for the upcoming academic year. S. Peluso asked for clarity on Goal 2</p>	

<ul style="list-style-type: none"> • CVC (Sharon/Debbie) <ul style="list-style-type: none"> ○ Matt/Sharon Canvas Statewide subcommittee invite. • Impact from Instructure (Matt) • Accreditation Report – RSI Checklist & Workshops • Teaching Online Certification (TOC) Update (Ali) 	<p>and the faculty ambassador role. M. Moore, M. Phelps, and J. Garner interpreted what it meant to them. S. Oxford proposed spending 15 minutes of the DEAG meeting to go over the DE Handbook, which is Goal 3. The committee agreed to review sections of the handbook, and coming prepared with preformed ideas is an excellent way to implement Goal 3.</p> <p>CVC- D. Newcomb attended a meeting where they shared a list of the top 50 subjects that students search for on the CDC Exchange; this can help us understand the courses that people across the state are looking for. This data can be valuable for enrollment purposes.</p> <p>S. Oxford reported that 68 students are enrolled through the CVC for the fall, with nearly 100 students enrolling over the summer.</p> <p>Impact- M. Moore shared briefly what it is and how it is used. The data tool will cost roughly \$3,700 for all three campuses. The DEETAC is trying to get the district on board. D. Newcomb shared briefly some screenshots from a webinar where Impact was demoed.</p> <p>TOC- A. Olsen-Pacheco shared a brief explanation of the structure of the revamp of the TOC training and what is being implemented.</p> <p>RSI- DE Accreditation went well.</p>	
<p>4) Next Meeting Agenda Items</p> <ul style="list-style-type: none"> • Communication plan • Faculty Spotlights Follow up 	<p>There was a brief discussion on November meeting agenda items.</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.*