Committee Members-Please update							
Constituency	**Representative**		**Constituency**	**Representative**	**Constituency**	**Representative**	
Faculty Tri-Chair (Biology)	Jennifer Garner		Faculty (Math)	Michael McCain	Faculty (Spanish)	Araceli Trujillo	
Administrative Tri-Chair (Dean)	Debbie Newcomb		Faculty (Library)	Linda Kennedy	Faculty (OPEN)		
Classified Tri-Chair	Matthew Moore		Faculty (Econ)	Ara Khanjian	Faculty (OPEN)		
Administrative (VP)	Jennifer Kalfsbeek-Goetz		Faculty (Sociology)	Andrea Horigan	Faculty (Sociology)	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 (Art)	Meg Phelps	Classified	Ali Olson-Pacheco	
Faculty (Counseling)			Faculty (Math)	Michelle Beard	Classified	Margaret Phelps	
Faculty (Spanish)	Fernando Hernandez		Faculty (History)	Ray Tracy	Classified	Andy Lucas	
Faculty (Psychology)	Jose Carlos Trujillo		Faculty (Communication)	Jamie Harmon	Student Rep.	OPEN (?)	

Agenda Item	Discussion Notes	Action
1) **Welcome Guests**	Introduced new members.	
2) **Check-In Activity: VC & other Initiatives** • HSI, One book, ZTC, CCAR, Humanizing STEM, etc.	**HSI:** Graves is part of a group that R. Hernandez is putting together-they are working on training or educational resources. **One Book one Campus**: Reading "Braiding Sweetgrass" **ZTC**: Kennedy- not part of the program, but mentioned the Library supports it with the lending Library **CCAR:** No update **Humanizing STEM:** Beard will be starting in October and Harmon will be doing POCR Training.	
3) **Agenda and (Music) Minutes** • Minutes for May 11, 2023 & Special Meeting Minutes 4) **Discussion Items** • Review last year's goals ○ Faculty Spotlights (Where do we go from here?) • Goals Setting for 2023-2024:	Approved with the change Graves subject of teaching corrected. **Last year's goals:** *Implement faculty driven professional development, that spotlights best practices in equity, humanization and inclusion and faculty spotlights.* Phelps designed a volunteer/nomination form for highlighting faculty members. She also established a public-facing page within the faculty hub to showcase	

o Create a Community of Practice (CoP) within DEAG meetings where faculty can share practices to support and promote quality online teaching (Topics?) o Develop practices for being ambassadors of digital accessibility to support new(er)Title 5 requirements, o Update DE handbook to reflect new regulations and practices o Other ideas?	other submitted videos. Phelps shared Garner's faculty spotlight video and inquired about the next steps. ***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.*** Discussed a letter composed by the group. ***Create institutional best practices and resources for promoting academic integrity in online course design.*** Moore conveyed that multiple meetings were held to address online education and academic integrity changes. He also highlighted his role in facilitating discussions on academic integrity during this period. Phelps added that they explored resources on AI and created an academic integrity pledge as part of their efforts. Olsen-Pacheco shared a link to an "AI in the Classroom" guidance for faculty. Horigan questioned whether the college would update its catalog to include information about AI concerning attendance and plagiarism policies. Phelps confirmed that a single line mentioning AI had been added to the catalog's academic dishonesty section. Newcomb said a district work group working on AI policies encouraged instructors to include AI-related statements in their syllabi. Horigan emphasized the need to update syllabi accordingly, and Phelps mentioned that the linked AI page had resources for syllabus language and policies. Olsen-Pacheco added that the added line in the catalog must go through the Academic Senate for proper approval. **Goal Setting for 2023-24** Garner discussed proposed goals for the new academic year during a meeting. One goal is to establish a community of practice within the advisory group to facilitate sharing practices for quality online teaching. The aim is to make meetings more participatory and engaging for faculty members. Another goal is to become ambassadors for digital accessibility to support new Title 5 requirements and ensure the dissemination of knowledge. Phelps emphasized the importance of viewing accessibility as an opportunity rather than a chore. Moore mentioned an accessibility work group at the district level. The third proposed goal is to update the DE Handbook to reflect new regulations and practices, emphasizing that this responsibility lies with the advisory group. The speaker stressed the importance of setting measurable goals and considering whether goals are ongoing tasks beyond one year. The committee broke out into groups to review goals for the year. Each group shared their thoughts and ideas on the proposed goals.

	The committee discussed creating a community of practice within the advisory group to share teaching practices. They also explored where to place and promote videos effectively. Other ideas included encouraging members to share and fostering a sense of community. They also discussed the challenge of disseminating information effectively, considering a newsletter or alternative communication methods.	

5) **Updates (if applicable)**
• VC Academic Senate Report (Jennifer)
• CVC (Sharon)
• Trainings Next Week
    ○ Accessibility
    ○ Rollout of Certification
• Math Department Community of Practice (AI)
• DEETAC
    ○ Membership?
	There was a brief discussion about faculty recertification. There is some confusion and uncertainty about the process and the reasons for not wanting an official MOU. Clarity was sought, primarily for scheduling spring DE classes, and efforts are being made to address these concerns.
	
	CVC: Oxford mentioned that she and Moore are voting members of the Canvas Common Course Management account committee. Oxford stated that the workgroups accept anybody in the state. She will pass on workgroup names and titles to anyone interested in participating.
	
	Moore announced upcoming accessibility training sessions. Moore also shared insights from a recent math department meeting and will provide more information later.	

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.*