

**VC DE Advisory Group – Special Meeting**  
**August 24, 2023, 3:30-4:15 pm**  
 Hosted via Zoom <https://vccd-edu.zoom.us/j/98161605150>

<b>Committee Members</b>								
Constituency	Representative		Constituency	Representative		Constituency	Representative	
Faculty Tri-Chair (Biology)	Jennifer Garner	x	Faculty	Chloe Branciforte		Faculty	AJ Naderi	x
Administrative Tri-Chair (Dean)	Debbie Newcomb	x	Faculty (Library)	Linda Kennedy	x	Faculty (Sociology)	Daniella Graves	x
Classified Tri-Chair	Matthew Moore	x	Faculty (Econ)	Ara Khanjian	x	Faculty	Stephen Peluso	x
Administrative (VP)	Jennifer Kalfsbeek-Goetz		Faculty (Sociology)	Andrea Horigan	x	Faculty	OPEN	
Faculty (Business)	Nicole Falco	x	Faculty (Poli. Sci)	Corinna McKoy		Faculty	OPEN	
Faculty (Chemistry)	Erin Brocker	x	Faculty (Physics)	Hugh O’Neill		Classified	Sharon Oxford	x
Faculty (Sociology)	Ionna Schmidt		Faculty (History)	Ray Tracy	x	Classified	Ali Olson-Pacheco	x
Faculty (Counseling)	Sheehan Casey		Faculty (Communication)	Jamie Harmon	x	Classified	Margaret Phelps	x
Faculty (History/AES)	Rubisela Gamboa		Faculty (Spanish)	Araceli Trujillo		Classified	Andy Lucas	
Faculty (History)	Colleen Coffey		Faculty (Business)	Nick Norris		Student Rep.	OPEN (?)	

<b>Agenda Item</b>	<b>Discussion Notes</b>	<b>Action</b>
<b>1) Welcome Guests</b>	Eric Martinsen and Marina Branda	
<b>2) Consent Agenda and Minutes</b>	This meeting is an emergency meeting. The consent agenda and May 2023 minutes were not reviewed.	
<b>3) Special Meeting</b>	<p>The primary topics discussed revolve around the need for recertification and managing faculty cohorts undergoing the process. The group acknowledges faculty concerns regarding the tight timeline and is exploring the possibility of requesting a Memorandum of Understanding (MOU) to address these issues. They stress the importance of gaining faculty support for the MOU and encourage collaborative feedback on the draft proposal.</p> <p>The meeting also addresses varying time requirements for recertification, highlighting that experienced online instructors require less time to demonstrate competency. The three key recertification topics—equity, design, and teacher presence—are underscored, emphasizing adaptation to evolving technology.</p> <p>The distance education team clarifies its role in providing support and resources, reassuring faculty that their intention is not to create barriers but to uphold</p>	

	standards set by the Academic Senate. Additionally, the discussion covers accessibility support, particularly in captioning videos, to assist faculty. There was also discussion about the need for someone to present the draft proposal at the upcoming Academic Senate meeting. A suggestion was made to offer specific training examples that could make individuals eligible for recertification, simplifying the process. The ongoing conversation about equivalency among Instructional Technologists is mentioned, underscoring the importance of accurate information dissemination to alleviate faculty concerns. The meeting wraps up with plans for a follow-up meeting in the upcoming week to gather additional feedback, allow more time for input, and discuss potential revisions to the proposal.	
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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.

**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.*