**BCC Distance Education Committee** 

**Date: November 14, 2019**

**Chair: Chris Bernard**

**Mission***:  Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The College achieves its mission through instruction, student support and learning resources, which enable its enrolled students to earn associate degrees and certificates and to attain college competency, careers, transfer, and skills for lifelong success.*

**Vision:** *Berkeley City College is a premier, diverse, student-centered learning community, dedicated to academic excellence, collaboration, innovation and transformation.*

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| **TIME** | **AGENDA TOPIC** | **DESIRED OUTCOME** | **Minutes/Action Items** |
| 12:40-12:45pm | * Call to Order | * Review Agenda | Present  Chris Bernard, Linda McAllister, Thomas Kies, Elissa Jaw |
| 12:45pm-1:05pm | * DE Accreditation | * Set faculty expectations | The committee discussed using the CVC-OEI rubric to help faculty look at their courses for accreditation. One suggestion was to use modified rubric that included a couple of the rubric criteria. Discussed whether deans and department chairs need to make more specific communication to faculty in their departments. Went over rubric to see which criteria aligns with accreditation requirements.  **Action:** Chris Bernard will send out a notice to all faculty in the Monthly DE Update. |
| 1:05-1:10pm | * CVC-OEI Local POCR Check-ins | * Share out POCR process from other colleges | Discussed plans that other colleges are currently using to finance POCR. Chris Bernard shared that most of the funds are coming from the Improving CE Pathways Grant. Compensation was provided for taking POCR courses, reviewing submitted courses, and taking face to face courses and converting to online. The compensation included both stiped and up to 0.2 release. This will be difficult to sustain once funding for grant is gone.  **Action:** Work on plan to create sustainable compensation for all aspects of POCR. |
| 1:00-1:20pm | * POCR Review Process and Timeline | * Discuss the course review process. | Discussed the timeline to review courses. Will review courses over the break and then share process and work with faculty/committee members who submitted their courses for review. |