**BCC Distance Education Committee** 

**Date: April 23, 2020**

**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** |
| 12:30-12:35pm | * Call to Order * Review Membership | * Review Agenda | Present  Chris Bernard, Linda McAllister, Thomas Kies, Roberto Gonzalez, Mary Clarke-Miller, Fabian Banga, Joe Bay |
| 12:35-12:40pm | * Updates from the district | * Update | District has indicated that funding will be provided for each college to have an instructional designer. |
| 12:40-12:50pm | * Develop Plan for Distance Learning Training Using CVC-OEI Rubric and Remote Learning Training for Summer and Fall |  | The committee members did not believe that additional trainings were required for the rest of the semester. The DE leads within the departments have been fielding faculty questions and working to resolve DE questions. For the summer and the fall, will work with PD to develop training.  **Action:** Discuss training options with PD. |
|  | * Discuss FIG status | * Tabled | **Action:** Will reach out to TLC and discuss what type of report is needed. |
| 12:50-1:00pm | * POCR Planning | * Reach out to faculty for courses to review | After completing the last of the three pilot courses to be reviewed, the committee will solicit courses to review from faculty.  **Action:** Prepare and disseminate survey to faculty requesting courses to review. |
| 1:00-1:30pm | * Other (DE Committee formal committee) | * DE Committee Purpose | Given the discussion of this committee’s purpose and at RoundTable, the committee discussed in general the goal of the committee given the changing circumstances related to COVID-19 and the push towards online education. It was suggested that perhaps two subcommittees should be created – (1) work on POCR and course review/professional development; (2) focus on policy and working with other areas of the college to develop distance education infrastructure within the college. The committee also discussed ways to help faculty meet AP 4105 requirements.  **Action:** Review Committee Charge and changes from Roundtable. |