**BCC Distance Education Committee** 

**Date: May 14, 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** |
| 1:30-1:35pm | * Call to Order | * Review Agenda | Present  Chris Bernard, Linda McAllister, Thomas Kies, Mary Clarke-Miller, Fabian Banga, Joe Bay, Cora Leighton (guest) |
|  | * Review Draft BCC DE Plan and Draft Committee Goals | * Tabled |  |
| 1:35-1:55pm | * Discuss work over the summer (POCR course review) | * Review one course over the summer to practice POCR process | Based on the Google survey results, the Committee selected a Philosophy 1 course. Discussed plan to build Course Design Rubric course. Based on discussion related to the FIG report, it was proposed that a POCR goal should have all online courses reviewed within five years.  **Action:** Inform faculty member and discuss process. |
| 1:55-2:40pm | * Discuss faculty preparedness related to AP 4105 | * Identify how to provide faculty with disparate needs information and trainings. | Discussed the history of the version of AP 4105 that passed through the District DE committee and District Academic Senate. In this version, completion of a POCR process at one of the colleges satisfied the AP 4105 online teaching requirements. These standards are clearer than the AP 4105 version that will be enforced for the Fall. The committee discussed resources and how to incorporate the college DE Leads can be utilized in the fall. The committee determined that since the AP 4105 is enforced by administration, it is beyond this committee’s purview to enforce or collect data that would be solely used to enforce AP 4105. The committee believes its POCR process and Course Design course, once established, will meet AP 4105. The Committee discussed the possibility of creating a survey for faculty to identify faculty needs and work to curate trainings or develop trainings to meet the identified needs.  **Action:** Share resources with DE Leads and the faculty to continue to improve distance education pedagogy.  **Action:** Once POCR process and the Course Design Course are completed, meet with administration and discuss AP 4105. |
| 2:40-3:00pm | * Student support considerations | * Share student support available from BCC | The Committee discussed resources that the college made available to students in the spring and plans for resources in the fall. The committee discussed creating a survey that would ask students specific questions about their experiences with the transition to online learning in the spring. Additionally, this survey would seek to discover how students engaged with LTIs, their level of connectedness with instructors, and technology needs.  **Action:** Reach out to VPSS and ask if a survey has been created and discuss the programs that were offered in the Spring. |