**BCC Distance Education Committee** 

**Date: May 21, 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 |
| 1:35-1:40pm | * Outline remaining work on FIG | * Plan to finalize FIG Report | Complete FIG on 5/29 and submit to TLC. No presentation. This document will be used to present the POCR plan to administration.  **Action:** Submit FIG on 5/29/2020 |
| 1:40-1:55pm | * POCR course and cohort | * Discuss the results from the Google survey | Currently 4 faculty have completed the survey and expressed interest in submitting a course for POCR. When the course is developed, these faculty will be the first enrolled. Reviewing Section D of the rubric was also discussed. In this discussion, it was mentioned that there should be a goal to increase faculty accessibility awareness. Discussed Ally Phase 2 implementation and Adobe remediation capabilities.  **Action:** Inform faculty that we will be moving forward with the POCR process in the Fall. |
| 1:55-2:15pm | * Summer POCR Course Review | * Identify faculty member’s course to review over the summer | From the faculty who have completed the Google survey the committee selected one of Ari Krupnik’s philosophy courses to review. Three members of the DE Committee will review the course using sections A-C of the rubric. After one section is reviewed, the members will meet over the summer to norm their independent reviews and then meet with Ari Krupnik to discuss the review.  **Action:** Review one course over the summer and meet to norm the review process |
| 2:20-2:30pm | * Review BCC DE Plan Goals | * Finalize broad goals for the DE Plan | The Committee reviewed the draft of the DE Plan prepared by a consultant and delivered to the committee at the beginning of the semester. The data analysis is dated and needs to be updated. The committee reviewed the Peralta District DE goals and worked on developing ideas to further the district goals. The committee brainstormed ideas inside the draft and will work to finalize goals at the end of the summer or the beginning of the fall semester.  **Action:** Draft broad goals for BCC DE Plan. |
| 2:15-2:20pm | * Discuss DE Folder | * Share the location of the DE Shared Folder on One Drive | **Action:** Share the DE shared folder with the committee. |
| 2:55-3:00pm | * Other | * Share information regarding hiring Instructional Designer | DE Coordinator shared discussions with the VPI regarding BCC hiring an Instructional Designer. The committee believes that the Instructional Designer should play a role in the POCR process. |
|  | * Membership Recruitment | * Tabled |  |