**BCC Distance Education Committee** 

**Date: November 4, 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** |
| **DE Committee** | | | |
| 1:35-1:35pm | * Call to Order |  | Present  Members: Chris Bernard, Linda McAllister, Cora Leighton, Thomas Kies, Heather Dodge, Joe Bay, Sara Mather  POCR: Sam Gillette, Natalie Newman  Guests: President Garcia, VP of Instruction Hay |
| 1:36-2:00pm | * Meeting with President Garcia and VPI Hay | * Discuss: Instructor Online Training + POCR; Synchronous Teaching Instruction post-pandemic; [TABLED] DE Needs for Fall 2021; [TABLED] AP 4105] | The committee presented its plan on developing a pipeline of courses that would end with courses being approved to be taught on the statewide consortium. (The course path is outlined in Exhibit A to these meeting minutes). The committee wants instructors to receive course release time to facilitate these courses. The POCR process was presented as a way to improve overall online course offerings. It was suggested that the Education Master Plan could be a place to put goals related to creating all online degrees and certificates.  The committee wanted to get a sense of how synchronous online teaching will continue post-pandemic. This modality will continue but it needs to addressed both in the catalogue and searchability in Passport. Some of these courses might require a listing that a camera would be required. Also, both faculty and students will need to understand the difference between synchronous and asynchronous instruction. |
| 2:00-2:10pm | * Discuss DE needs for Fall 2021 | * Identify needs | The committee discussed the student course cap that was recommended by the District DE Committee last semester. How will this impact Fall classes?  Faculty also discussed equipment needs for online courses including access to campus to record teaching videos.  The committee also discussed the possibility of using hybrid models in different disciplines that need lab space. Here, courses could be split into cohorts with an online portion and (limited) face to face component.  The committee discussed the logistics required to include a description for courses in Promt that would differentiate between asynchronous and synchronous courses. Joe Bay will raise bring this to District IT. |
|  | * Discuss and Approve BCC DE Goals | * TABLED |  |
| 2:10-2:18 | * Student DE Taskforce | * Discuss the process of creating Student DE Taskforce | Discussed encouraging more students affiliated with relevant student organizations to join/create a Student DE Taskforce to identify student needs. Will meet between meetings to discuss membership and relevant stakeholders that should be involved. |
| **POCR Subcommittee** | | | |
| 2:18-2:35pm | * LRNE Courses | * Discuss plans for LRNE courses | Research possibility to arrange sequence of online training courses so that instructors can receive release time to facilitate courses. This would include the courses proposed in Exhibit A to these meeting minutes. Discussed developing courses through curriculum that would lead to a certificate. |
| 2:35-2:45pm | * Revisit POCR Budget | * Discuss rough budget and funding examples from FIG Report | Reviewed funding ideas for course reviewers and faculty originators bringing courses to the POCR process. Discussed the development of online degrees. |
| 2:52-3:01pm | * POCR and ABCD Check-in | * Share experiences with committee | POCR team shared they appreciated the 3-person review team. The 3-person team allowed for more perspectives to share. Having three reviewers will speed up the norming process. |
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Exhibit A

