**BCC Distance Education Committee** 

**Date: February 27, 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, Elissa Jaw, Roberto Gonzalez  Elissa is leaving the committee (she remains on the district DE Committee). |
| 12:35pm-12:45pm | * POCR Review Process and Goals for the semester (switched order from agenda) | * Delineate the POCR process | Discussed the overall POCR process. Proposed order: 1) General rubric training, tips and resources shared with faculty; 2) faculty present full (?) course to one POCR reviewer; 3) review for accessibility (section D) with accessibility expert 4a) If meet POCR requirements move on to state review; 4b) If do not meet POCR requirements go to INSTRUCTIONAL DESIGNER.  **Action:** TK and CB will prepare presentation for flex day to go over OEI Rubric with faculty. |
| 12:45-1:00pm | * POCR Budget Proposal | * Prepare a budget proposal | The committee discussed specific requests but did not have dollar funds available for all requests. Here are the requests:   1. Instructional Designer ($60,000) 2. POCR Process ($500 per instruction putting course through POCR and $500 per POCR faculty member reviewing courses = $1,000 per course). 3. Close captioning services (DECT grant, relay, etc.) 4. Funds for faculty to attend online teaching conferences (need to connect with PD) 5. LTI (develop a list of LTIs that could be beneficial and also collect LTI suggestions from faculty).   **Action:** Begin to find quotes for unaccounted for expenses. Present POCR budget. |
| 1:00-1:15pm | * Other (Accessibility) | * Share out resources | RG updated on discussions with UC Berkeley accessibility expert. Will schedule a meeting and will bring in district representative to go over ALLY.  **Action:** Send out invitation for conference with UC Berkeley expert to discuss ALLY and other accessibility tools. |
| 1:15-1:20pm | * Review Template for BCC DE Plan | * Develop DE Goals | The committee discussed goals for the BCC DE Plan. Two goals were discussed: 1) develop and implement POCR process; 2) build fully online degree(s) and certificate(s) |