**BCC Distance Education Committee** 

**Date: May 7, 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
 | PresentChris Bernard, Linda McAllister, Thomas Kies, Mary Clarke-Miller, Fabian Banga, Joe Bay  |
| 1:35-2:15pm | * Review updates to BCC DE Charge at Participatory Governance Meeting
 | * Membership Discussion
* Review Committee Charge and Structure
 | Reviewed vacancies and new additions to the committee. Web Content Representative; TLC Coordinator; Instructional designer; Student Representative. **Action:** The committee will recruit members over the summer.The Committee also discussed what the committee structure will look like once the POCR is established. It is anticipated that additional faculty will become POCR trained and participate in the DE Committee in some capacity. The Committee discussed having a “tech review” or “office hours” meetings during weeks when the DE Committee doesn’t meet to work on POCR courses. The Committee also considered having “tech review” or “office hours” in a more ad hoc manner with POCR reviewers sharing their experiences at DE Committee meetings.**Action:** The committee will focus efforts to build the POCR process and prepare faculty for submitting courses for review. |
|  | * Discuss BCC DE Plan and Committee Goals
 | * Tabled
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| 2:15-2:50pm | * Discuss POCR Process and Faculty Survey
 | * Review POCR process from start to finish
* Review the results from the Google survey
 | While discussing the POCR process and faculty readiness, the Committee discussed the possibility of creating a course based on the CVC-OEI Course Design Rubric. The hypothetical course would be based on sections A-C of the Rubric and guide faculty through the course with assignments, videos, and readings that are completed in asynchronous manner, with weekly deadlines. Section D Accessibility would also be included but may or may not fit within this course. Faculty should complete a self-evaluation of their course as a capstone assignment. Once the course is successfully completed, faculty can submit the course to POCR. The POCR process has been finalized and will be presented in the FIG Report. Discussed the path and the required funding for each step.Four faculty filled out the survey to submit a course for the POCR process. **Action:** Review CVC-OEI materials for materials for Rubric Course. Review accessibility materials.  |
| 2:50-3:00pm | * Discuss how to provide results for FIG
 |  | The FIG Report is still being drafted by the committee. The committee discussed the best way to present the POCR proposal. The committee believed that a Zoom meeting might not be the best format to provide the information. In any event, the committee will use the FIG Report as the foundation for its presentation to administration to fund the program. **Action:** Submit FIG Report to TLC by the end of the academic year. |
|  | * POCR Planning
 | * Tabled
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