**BCC Distance Education Committee** 

**Date: September 2, 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** |
| 1:30-1:33pm | * Call to Order | * Review Agenda | Present  Chris Bernard, Linda McAllister, Cora Leighton, Thomas Kies, Roberto Gonzalez, Mary Clarke-Miller, Joe Bay |
| 1:33-1:43pm | * Review Membership | * Identify vacancies and fill | The committee reviewed the BCC DE Committee charge and identified vacancies. To address those vacancies, the committee will reach out to students who’ve expressed interest in DE issues and library faculty. The committee believes that a representative from professional development would be valuable and, for now, should take the position designated for the TLC Coordinator. Additionally, the web content representative will be asked to join the committee once that position is transitioned to full time.  **Action:** Reach out to various faculty and other representatives to increase membership in the committee. |
| 1:43-1:50pm | * Discuss organizing documents and materials | * Determine if members want to use MS Teams | The committee reviewed an MS Teams that was set up to hold all DE documents and communications. It was decided that moving forward the committee members would this tool to store, edit, and review documents, as well as use this tool as another option to communicate.  **Action:** Use MS Teams for document storage, creation, and editing. |
| 1:50-2:20pm | * POCR Self-Paced Course | * Discuss and share the POCR ABCD Course Design Course | Over the summer an ABCD Course Design Course was built as the first step that faculty must complete in order to have their courses reviewed by the committee. Each module will go over one of the sections of the CVC-OEI Rubric. The capstone to this course is a course self-assessment prepared by the faculty member taking the course. The committee decided that faculty who have taken an equivalent course based on the CVC-OEI Rubric can skip this requirement as long as they have completed a self-assessment. The committee discussed specifics on how to review Section D: Accessibility. Committee believes that there should be an accessibility professional to help with this process but for now, we can complete this assessment internally using the tools provided by the state. The first cohort of faculty will be enrolled in the coming weeks with 2 DE Committee members facilitating the course. Funding sources will be pursued to ensure that facilitators and faculty taking the course are compensated.  **Action:** Set up and run the first cohort of the ABCD Course Design Course. |
| 2:20-2:30pm | * Incorporating new POCR trained faculty | * Identify new POCR trained faculty and develop plan to integrate | After the summer BCC has 10 POCR trained faculty. 5 completed POCR over the summer. New POCR trained faculty will be invited to next DE meeting. Discussion of effective use of meeting will be discussed in the meeting.  **Action:** Invite POCR faculty to DE Meeting. |
| 2:20-2:25pm | * Review BCC DE Plan Goals | * Develop goals and discuss plan to finish plan | Review the broad plans that were developed at the last meeting from Spring. Request has been made to research specialist to update tables in the draft BCC DE Plan.  **Action:** Follow up with research specialist to update tables. |
| 2:25-2:35pm | * Discuss Projects for Guided Pathways | * Identify action plans that can be funded from Guided Pathways | The committee discussed funding POCR process using GP funds. Also discussed setting up LTI experts and other types programs to help with DE. The committee would like to create a process to help students with access and online learning. |
| 2:35-3:00pm | * Other (CARES Funding) | * Discuss plans to use CARES funds | The committee discussed how the college can use the funds to support faculty in teaching online. The committee recommended setting up DE Leads by department similar to the end of last semester. There was also discussion about how to use these funds for student support in online learning. The committee also discussed whether these funds could be used to fund an accessibility expert.  **Action:** Reach out to potential faculty leads by department. |