**BCC Distance Education Committee** 

**Date: September 16, 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** |
| 1:36-1:38pm | * Call to Order | * Review Agenda | Present  Members: Chris Bernard, Linda McAllister, Cora Leighton, Sara Mather (student), Heather Dodge, Joe Bay  Guests: Fabian Banga, Sam Gillette, John Saenz |
| 1:38-1:45pm | * Introduction | * Introduce new members, POCR faculty in attendance, and guests | Committee members and guests introduce themselves. POCR trained faculty attended meeting. |
| 1:45-2:15pm | * Student DE Leads | * Understand online student support currently offered at BCC | LRC Coordinator John Saenz discussed the role of tutors at the LRC. He explained that the tutors are able to help students with Canvas. Additionally, he showed the LRC BCC webpage that listed tutor topics and hours. He explained that the student ambassadors have generally been assisting students with log in issues and do not handle Canvas support. The committee discussed the role of the web content developer in building out student Canvas resources and work with the LRC. The committee also discussed that these materials should be easily accessible from the BCC homepage. Additionally, the committee discussed building and sharing resources related to online learning tools (e.g., Student Resources Canvas page, building student instructional videos for certain LTIs and apps).  **Action:** Will connect with Web Content Developer to discuss plan to make student materials more visible. |
| 2:15-2:25pm | * BCC DE Plan | * Discuss the status of the draft of the plan and review goals | Reviewed the status of the DE Plan draft. The Committee is currently waiting for updated data to complete the narrative and data analysis portion of the plan. The Committee will review the goals before the next meeting and bring edits and suggestions. The committee may create a stand-alone document for the DE Goals and submit to BCC Academic Senate for review or endorsement.  **Action:** Create DE Goals document and make available to Committee through Teams. |
| 2:25-2:27pm | * Guided Pathways DE Projects | * Identify Projects that could be submitted for Guided Pathways funding. | After completing DE Goals, will return to Guided Pathways to determine if the goals would meet Guided Pathways criteria. |
| 2:27-2:45pm | * Share POCR Process and norming over the summer | * Share POCR process and norming with new POCR faculty * Discussion about POCR process | The committee shared how 3 POCR faculty reviewers reviewed on section of a submitted course over the summer. The faculty reviewers each did a separate review of Section A and then discussed variances in their reviews. Where there were discrepancies, the lower rank was given. The 3 Section A reviews were synthesized and then a single review of Section A was shared with the share faculty originator. After the faculty originator had time to review, the faculty reviewers and faculty originator met.  As POCR begins, it was recommended to have 3 reviewers per course to expedite norming and build familiarity with the rubric.  The committee discussed a framework for the reviewing process in anticipation of multiple courses being ready for review. In order to prioritize review, the committee discussed certain criteria (e.g., GE, high enrollment, niche courses, required courses for certificates and degrees, CE courses) that would warrant review. The committee also discussed reviewing a course from one faculty member and encouraging the faculty member to take the POCR Rubric to make changes in other classes taught by the instructor to speed up review. |
| 2:45-2:55pm | * Discuss POCR Rollout | * Update on ABCD Course and Identify Funds | The first cohort of the ABCD Course Design Course will begin on 9/21. A second cohort will be offered this semester. There are 5 courses ready for POCR review.  **Action:** Prepare proposal to dean to secure funding from Online CTE Pathways Grant for course review and ABCD course. |
| 2:55-3:03pm | * Other (Asynchronous and synchronous language in course schedule) | * Draft recommendation for schedule of courses regarding the difference between synchronous and asynchronous course offerings for Spring 21 schedule. | Committee will prepare draft before next meeting and submit to relevant groups regarding explaining synchronous and asynchronous course offerings in schedule of classes for Spring 21.  **Action:** Committee will review language and draft recommendation. |