**BCC Distance Education Committee** 

**Date: October 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** |
| 1:35-1:36pm | * Call to Order | * Review Agenda | Present  Members: Chris Bernard, Linda McAllister, Cora Leighton, Thomas Kies, Sara Mather (student), Heather Dodge, Joe Bay  POCR: Fabian Banga |
| 1:36-1:42pm | * Review and Approve Committee Minutes | * Review Meeting Minutes | Minutes approved and posted all meeting minutes on Teams |
| 1:42-1:50pm | * Discuss New Meeting Format | * Divide DE Committee Meeting into two parts (POCR Sub-Committee and DE) | In order to use time most efficiently and respect committee members time, the meeting time will now be adjusted such that approximately the first 45 minutes of the meeting time will be devoted to college wide distance education issues. The second approximately 45 minutes block will be used to focus on the POCR process. Only members of the DE Committee that are POCR approved and part of the BCC POCR team will attend this portion of the meeting.  **Action:** The format of current meeting, and future meetings, will change and the POCR Sub-Committee will meet during the last half of the meeting. |
| 1:50-2:18pm | * Review and Finalize DE Goals for BCC DE Plan | * Review and finalize the DE Plan goals. | Committee members reviewed the DE Plan Goals document (these were pulled out of the broader DE Plan to edit as we wait for updated data). The committee discussed referencing the Academic Senate goals to find goals that align and develop synergy between the committees. The committee requested an update regarding the hiring of an instructional designer. As for the goals, the committee added a goal to create online teaching rooms with a recording studio. Committee also discussed developing a loanable equipment library available for faculty to record online lectures. In reference to the equity goal, the committee discussed whether to rely on the Peralta District course or establish an additional BCC unique equity course. The committee also discussed the possibility of creating a space where students in online courses can take face to face proctored exams. Discussed the Proctoring Network through the CVC.  **Action:** Make edits to DE Plan Goals and finalize. Joe Bay will bring up the testing center at the next new building plan meeting. Chris Bernard will follow up regarding the CVC Proctoring Network. |
| 2:18-2:28 | * Share ABCD Course Design Course Experience | * Share experience facilitating course and identify additional facilitators. | Linda McAllister and Chris Bernard shared their experience facilitating the ABCD Course. Shared that there were significant opportunities to engage with faculty in the course and model interaction. Discussed the additional material that was built out during while the course was running. Both agreed that the $500 stipend was not enough. Asked the committee for volunteers to facilitate a third ABCD course during the semester. Mary Clarke-Miller and Cora Leighton volunteered to facilitate a course in November. |
| 2:28-2:40pm | * Discuss Active POCR Course Reviews | * Check status of POCR team * Discuss POCR Review Process for an Academic Year | The first POCR team shared their progress and updated on the plan for completing the review. The committee discussed the planning process for POCR as the process becomes more familiar to faculty. The committee considered having POCR course submissions in the fall and then review plan over the semester. In discussing the plan, the committee considered the time to complete course edits and when faculty would have time to address recommendations. Discussion regarding only accepting courses in the Fall and then submitting approved courses to the consortium in the Spring. Will continue to discuss the calendar in consideration with the committee potentially offering more trainings. |
| 2:40-2:50pm | * Other (Additional Trainings) | * Establish Training Series and Potential Non-Credit Certificate | Committee discussed creating courses under LRNE that would address LMS Training and online pedagogy (to address AP 4105 requirements). These courses (or equivalency) would be prerequisites to the ABCD Course. Committee also discussed developing a BCC specific equity course. Committee discussed a plan where BCC Faculty would facilitate these trainings and receive a course release. Committee discussed establishing this series of courses under LRNE and moving the courses through curriculum. Preliminary discussion related to the creation of a relevant non-credit certificate that could be earned after completing the series of courses.  **Action:** Discuss this concept with Curriculum Committee. |
| 2:50-2:55pm | * Other (Review Certified POCR Application) | * Review Certified POCR Application and Prepare for Submission | Committee reviewed the application and discussed remaining requirements to apply for certified status. |
| 2:55-3:00pm | * Other (POCR Badges) | * Inform POCR trained faculty to provide documentation of POCR training | In order to earn stiped from CE Grant POCR trained faculty need to prove POCR completion.  **Action:** POCR certified will submit documentation. |