**BCC Distance Education Committee** 

**Date: October 21, 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** |
| **DE Committee** | | | |
| 1:35-1:36pm | * Call to Order | * Review Agenda | Present  Members: Chris Bernard, Linda McAllister, Cora Leighton, Thomas Kies, Mary Clark-Miller, Heather Dodge, Joe Bay  POCR: Sam Gillette |
| 1:36-1:39pm | * Review and Approve Committee Minutes | * Review Meeting Minutes | Minutes approved and posted all meeting minutes on Teams for review |
| 1:39-2:05pm | * Discuss the status of face to face teaching in the fall for all disciplines | * Meet with Administration to discuss plans for Fall 2021 | The committee raised the issue of how courses will be offered in Fall 2021. The committee believes that some courses in CTE and some of the sciences will attempt to have some form of limited face-to-face but the committee was wondering about other disciplines. If courses will remain predominately in distance education format then the committee wants to push to pursue additional supports for faculty and students.  The committee discussed the possibility of making rooms on campus available to faculty to record lectures and the possibility of using video for hybrid options. To this end, the committee discussed how the MMART department has made resources available to its faculty. Discussion regarding making this campus wide.  The committee began to consider what the transition to normalcy after the pandemic. The committee wants to be deliberate and intentional regarding the transition and will consider faculty and student readiness.  The committee remains concerned about students who are falling behind with online courses as the only learning option offered.  The AP 4105 survey for faculty from Office Instruction is due later today. Committee would like to know how many faculty have met the requirements in order to consider training opportunities.  **Action:** The committee will invite President Garcia and VPI Hay to the committee’s next meeting to discuss the topics raised during this discussion. |
| 2:05-2:10pm | * Report back on testing center | * Report on meeting regarding new building | The space in the new building is not completely allocated and there is potential for space to be used for a testing center. The California community college testing center network is not currently accepting members but this will change post-pandemic. The committee believes that BCC’s location near BART line would make BCC a strong candidate for admission. Committee discussed additional uses for space dedicated to recording online lectures. |
| 2:10-2:17 | * Discuss the process for Annual Program Review for Distance Education | * Share status and process | The first DE Annual Program Review in many years was recently prepared. No update request was sent out. In order to make sure that DE needs are met, members of the DE Committee will raise DE needs during Department Chairs meeting and try to coordinate requests (e.g., Instructional Designer).  **Action:** Raise DE requests at Department Chairs. |
|  | * Discuss and Approve DE Goals | * Tabled |  |
|  | * Student DE TaskForce | * Tabled |  |
| **POCR Subcommittee** | | | |
| 2:17-2:30pm | * LRNE Courses | * Discuss plans for LRNE courses | Determine the plan for LRNE offerings. Discussed faculty who would be able to facilitate the various levels. 3 core courses plus an equity course. Discussed ways to recognize faculty who have completed the courses, finished the ABCDs course, or have a course on consortium. Discussed developing a page for “Online Instructors of Distinction” to recognize faculty who have completed various levels of training and recognition.  **Action:** Share online teaching training options with BCC Academic Senate |
| 2:30-2:45pm | * Discuss POCR survey and faculty sign-up for ABCD | * Review current survey | ABCD facilitators discussed their experience with the ABCD course. Some faculty were better prepared than others. In order to make sure that only prepared faculty are enrolled in the course, the ABCD facilitators will review and edit the survey to make faculty aware of the expected skills required to successfully finish the course.  **Action:** Edit the ABCD Survey. |
| 2:45-2:52pm | * Contact Consortium regarding course offerings | * Identify priority courses for consortium admission | The committee discussed which courses should have POCR review priority. Committee believes that courses that lead to online degree, GE and ICETC, and niche courses would fill fastest. Committee will reach out to the consortium for data.  **Action:** Contact Shawn Valcarel for consortium data. |
| 2:52-3:01pm | * POCR and ABCD Check-in | * Update Committee | ABCD Facilitators shared progress regarding first and second cohort. Self-evaluations for first cohort will be submitted soon. First POCR team shared norming process. |