

**VC DE Advisory Group Meeting Minutes**  
**September 8, 2022, 3-4:30 pm**  
 Hosted via Zoom <https://vccd-edu.zoom.us/j/94823580129>

<b>Committee Members</b>								
<b>Constituency</b>	<b>Representative</b>		<b>Constituency</b>	<b>Representative</b>		<b>Constituency</b>	<b>Representative</b>	
Faculty Tri-Chair (Biology)	Jennifer Garner	x	Faculty	Chloe Branciforte	x	Faculty (Spanish)	Araceli Trujillo	x
Administrative Tri-Chair (Dean)	Debbie Newcomb		Faculty (Library)	Linda Kennedy		Faculty (Business)	Nick Norris	x
Classified Tri-Chair	Matthew Moore	x	Faculty (Econ)	Ara Khanjian	x	Faculty (Math)	OPEN	
Administrative (Dean)	OPEN		Faculty (Biology)	OPEN		Faculty (Sociology)	Daniella Graves	x
Administrative (VP)	Jennifer Kalfsbeek-Goetz		Faculty (Poli Sci)	Corinna McKoy		Faculty	Stephen Peluso	
Faculty (Chemistry)	Erin Brocker		Faculty (Physics)	Hugh O'Neill		Classified	Sharon Oxford	x
Faculty (Athletics)	Joey Ramirez		Faculty (Art)	Meg Phelps	x	Classified	Ali Olson-Pacheco	x
Faculty (Counseling)	Sheehan Casey		Faculty (English)	OPEN		Classified	OPEN	
Faculty (History/AES)	Rubisela Gamboa		Faculty (History)	Ray Tracy	x	Classified	Andy Lucas	
Faculty (History)	Colleen Coffey		Faculty (Communication)	Jamie Harmon		Student Rep.	OPEN	

<b>Agenda Item</b>	<b>Discussion Notes</b>	<b>Action?</b>
<b>1. Welcome and Guests (Jennifer Garner)</b> a. Ice breaker- (Ali)	All attendees participated in an icebreaker where they introduced themselves and shared how they beat the heat.	
<b>2. Consent Agenda Explanation</b> <b>3. Consent Agenda (Minutes for May 12, 2022, DEAG Meeting Agenda for September 8, 2022)</b>	<p>J. Garner explained how consent agenda works- It allows members to approve items without discussion or individual motions on routine, procedural, or already unanimous items. Consent agenda items will be identified on the agenda. Removal of items can be made, and J. Garner explained how that process works.</p> <p>J. Garner moved to have the agenda removed- Committee Members need to be updated. - Meeting agenda adopted with member changes.</p> <p>May 12th Minutes accepted</p> <p>S. Oxford requested paper copies for future meetings.</p>	
<b>4. Discussion Items</b> <ul style="list-style-type: none"> <li>• <b>Revisit/update past goals</b> <ul style="list-style-type: none"> <li>○ <b>DE Accreditation Resources:</b> <a href="#">VC DE Hub</a></li> </ul> </li> <li>• <b>2022-2023 Goals</b> <ul style="list-style-type: none"> <li>○ Goal Worksheet (Jennifer)</li> </ul> </li> </ul>	<p>J. Garner gave a quick recap of past goal items (listed below)</p> <p><b>Goal 1:</b> A. Olson-Pacheco listed the actionable resources.</p> <ul style="list-style-type: none"> <li>• A checklist is located in the DE Hub.</li> <li>• To align and support the Accreditation checklist. A variety of templates were built out for:</li> </ul>	

- DE Handbook Revision – accreditation
- **DEETAC Faculty Representatives:**
  - 2 Voting members (1 co –chair)
  - 1 Online counselor (if possible)
  - 1 Librarian (if possible)
- **CVC Updates**

- asynchronous online classes
- classes with live zoom sessions
- Classes that use external tools.
- Offering 1-hour workshops that focus on where to find available resources and how to review their courses. A 1-hour stipend compensation was secured for faculty who attended.

A. Olson Pacheco and M. Phelps asked for help to spread the word in hopes of finding faculty who might benefit more from the discussions that we are having and the resources we are providing.

**Goal 2:** N. Norris- Suggest mentoring faculty should continue- given the demand for online class modality. Continued training is required to provide a level of quality. Funded or not, there should be a forum for the discussion to continue. He expressed interest in finding a new funding source to continue training and mentorship.

**Goal 3:** M. Moore stated that a document was created with the question that arose from research about academic integrity. It was added to the student orientation - data is available if the committee wants to continue the conversation and learn what the students are saying about academic integrity. M. Phelps stated that academic integrity is a very complex issue and would love to set some new goals that continue to build on what was achieved last year. S. Oxford expressed the need to keep goal # 3 since we no longer have any online proctoring solutions for the district.

Prep for the following meeting conversation on goals- J. Garner shared and explained the goal development worksheet and asked that the committee take the time to think about goals for the current year.

The Best Practice handbook for Distance Education -Faculty feedback is needed, as reviewing language prior to the accreditation. S. Oxford stated that following the policies and procedures is part of online accreditation. So, we want to ensure that our RSI definition and the DE handbook modal what we do on our Campus.

Feb 23, 2023, accreditors will begin reviewing documents.

M. Moore explained DEETAC (District-wide Distance Education Advisory Committee). J. Garner stated that we must choose the faculty co-chair since it rotates yearly. We also need two voting members to attend. One online counselor and one from the library, if possible.

Sheehan Casey will be the new counselor replacing Brandon Demico.

A Trujillo will be a voting member of DEETAC

R. Tracey will attend the first meeting- if a zoom/team option is available, he will consider attending as a voting member.

	<p>J. Garner suggests sending an email to the committee expressing the need for a faculty co-chair.</p> <p><b>CVC: Phase-1</b> Online classes are available statewide on the CVC statewide exchange website. Our courses show up in real-time highlighting zero textbook cost, and the badges for our online courses help to filter those courses and bring them up to the top of the list.</p> <p><b>Phase 2-</b> Students can register directly for the course online from CVC without any other application. Hopefully to be completed by the 22/23 academic year.</p>	
<p><b>5. New Tools and/or Demonstrations</b></p> <ul style="list-style-type: none"> <li>• Tidy Up</li> <li>• Proctorio subscription ended July 1, 2022</li> <li>• <a href="#">Canvas Updates – Fall 22</a></li> <li>• LTI Integrations – App Store end date (Sharon O)</li> </ul>	<p>S. Oxford discussed and demonstrated a new tool called Tidy-Up, a Canvas spring cleaning tool. It is going through a pilot, and the D4 team is planning to offer training. The cost yearly is 3 thousand dollars a year.</p> <p>Proctorio subscription is no longer available for use on campus.</p> <p><b>Canvas:</b> M. Moore asks that New Quizzes is not used until the DE4 teams have an opportunity to learn more about it. S. Oxford stated that it is her understanding that the bugs have only been fixed on New Quizzes. It is recommended to use Classic quizzes for past quizzes. A. Olsen- Pacheco stated in the DE Hub that there is a list of major updates and what they do. Under the New and Improved Features page, there is a summary of these updates.</p> <p>S. Oxford briefly explained LTI integrations and using the app. store (link in her email signature) for new tools.</p> <p>Meeting adjourned at 4:19</p>	

**Purpose:** The mission of the workgroup is to focus on the delivery of distance education and student support services for online courses, partially online courses, and on ground courses. The workgroup will take a proactive role in educational, technological, and professional development issues pertaining to distance education.

**Vision:** We will provide quality distance education services that enhance students’ opportunities to be successful in their educational pursuits.

**2021-2022 Goals:**

1. Provide faculty with actionable resources in preparation of the 2022 ACCJC accreditation audit.
2. Devise support strategies for faculty new to online teaching through peer support/mentoring program.
3. Create a work group to explore options for fostering academic integrity in course design and proctoring.