

VC DE Advisory Group Minutes
February 9, 2023, 3-4:30 pm
 Hosted via Zoom <https://vcccd-edu.zoom.us/j/98161605150>

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

Agenda Item	Discussion Notes	Action?
1) Welcome Guests		
2) Consent Agenda and Minutes <ul style="list-style-type: none"> • Minutes for January 12, 2023 • Agenda February 9, 2023 	Consent Agenda and Minutes Approve	
3) Discussion Items <ul style="list-style-type: none"> • CVC Exchange Overview (Sharon) • Distance Education Summit March '23 <ul style="list-style-type: none"> ○ VC Viewing Rooms ○ Tentative Schedule ○ "Meet and Eat" following ○ Student Panel Questions (Meg- Poll) • DE Course Modality Terms (Jennifer) • Report out on AI discussion & Padlet 	<p>S. Oxford announced we are officially a teaching college through the CVC. Fifteen students registered through the Exchange. S. Oxford explained what it means to be a "teaching college" and shared the CVC website.</p> <p>M. Phelps shared the DE Summit on March 1st, 2023 tentative agenda. She gave a short description of the topics and presenter for each session. The committee brainstormed with M. Phelps on Student Panel question suggestions. High flex options on the VC campus will be offered during the DE Summit for viewing and follow-up. After the DE Summit, there will be a Meet and Eat to</p>	

<ul style="list-style-type: none"> • Other Topics for Spring Friday Workshops - (Meg Poll) • Workgroup updates (if met): <ul style="list-style-type: none"> ○ MS Documents: Goals '23 Subcommittees ○ MS Excel Questions: Goals worksheets 	<p>meet flex hour obligations. 2 student volunteers per college are needed to help with Student Panel.</p> <p>J. Garner asked the committee for suggestions on the most helpful terminology for the different class modalities to label them effectively and, in a way, students understand. This topic will be discussed at the next DEETAC meeting.</p> <p>Hybrid and including scheduled online or no online meetings will be recommended to DEETAC.</p> <p>AI Discussions are happening all over campus. ChatGPT is one of the most popular. M. Phelps, A. Pacheco, and the group from Open Studio created a Padlet, providing a place to share information and develop best practices. Accessibility and Mobile-Friendly Course Design were voted the top topics for next Friday's Open Studio.</p> <p>Goal# 1 Workgroup is creating a flyer to get the word out about Faculty Spotlight. No update for Goal #2 and #3 workgroups- J. Harmon asked about any new information on a budget for peer mentoring.</p>	
<p>4) New Tools, Faculty Spotlights, and/or Demonstrations</p> <ul style="list-style-type: none"> • Volunteers? • MS Sway for lecture materials (Meg) • Tidy Up (Ending Soon) 	<p>M. Phelps shared Sway, a new program that will update old PowerPoint presentations and includes accessibility mode and tools.</p> <p>Tidy-up ends March 1st.</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.

2022-2023 Goals

Goal 1: *Implement faculty-driven professional development that spotlights best practices in equity, humanization, and inclusion.*

Goal 2: *Develop peer mentoring community of practice to meet faculty where they are, bring new instructors to proficiency, and current DE instructors from competency toward excellence.*

Goal 3: *Create institutional best practices and resources for promoting academic integrity in online course design.*