

**Meeting Minutes****Feb 9, 2021****9:00 a.m.-10:30 a.m.****Online in Zoom****ATTENDEES:**

x	Ambalal, Monica (Chair)	X	Patricia Santiago (Member)
X	Adoria Williams (Member)		Kim Murphy (Member)
X	Nghiem Thai (Member)	X	Janine Nkosi (Member)
X	Xavier Gomez (Member)	X	Frances Moy (Member)
	Julie Shieh	X	Danae Martinez (Member)

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>
I. Call to Order	Meeting called to order at 9:05 a.m.
II. Roll Call	Official Members: Monica Ambalal, Janine Nkosi, Adoria Williams, Frances Moy, Nghiem Thai, Danae Martinez, Patricia Santiago
III. Approval of Minutes	Meeting minutes were approved without objection Moved: F. Moy, Second: J. Nkosi
IV. Chair Report <ul style="list-style-type: none"> <li>o New LTI's</li> <li>o CVC-OEI Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Padlet, ally, Hypothesis and Atomic search</li> <li>• Application was stalled because of awaiting signature from financial aid</li> <li>• Officially on the website of CVC</li> </ul>
V. Old Business <ul style="list-style-type: none"> <li>o POCR Process</li> <li>o Course designer position</li> </ul>	<ul style="list-style-type: none"> <li>• M. Ambalal, A. Williams, X. Gomez in the process of taking POCR classes to become POCR certified</li> <li>• M. Ambalal is asking for instructor compensation</li> <li>• Process will be based on a stipend</li> <li>• M. Ambalal is hoping to have 1-2 course designer</li> </ul>

<p>VI. New Business</p> <ul style="list-style-type: none"> <li>○ DE plan template</li> <li>○ Distance education Committee Bylaws</li> <li>○ DE committee meetings in the future (after Covid)</li> <li>○ EDT</li> </ul>	<ul style="list-style-type: none"> <li>● M. Ambalal will need committees help in filling in DE plan</li> <li>● M. Ambalal would like to expand DE committee in the future by adding a co-chair and a student</li> <li>● M. Ambalal will share DE plan template on GoogleDocs</li> <li>● M. Ambalal wants to create bylaws that the district and other Peralta colleges can copy and edit</li> <li>● Goal in the future is to be aware of what curriculum committee is doing or to have a formal report to let know what they are approving and the kind of issues they're encountering</li> <li>● Members will have option to keep meeting on zoom or meet in person</li> <li>● M. Ambalal propose that instead of 8 weeks that we move to the 6 weeks format so Merritt professors can move to the sequence and get their canvas certificate faster</li> <li>● Javier is working with the new web developer to create our web page as a marketing too, redesign it to include testimonials from former students, what can the EDT certificate do and how you can use it</li> </ul>
<p>VII. Projects for spring or fall</p> <ul style="list-style-type: none"> <li>○ High school and Community college alignment with their online flat form</li> <li>○ Digital Divide</li> </ul>	<ul style="list-style-type: none"> <li>● Teaming up with dual enrollment with school that uses canvas</li> <li>● N. Thai propose to include this issue in the DE plan</li> <li>● M. Ambalal suggested that the committee can also make resolution or recommendations that she can bring to the district committee</li> </ul>
<p>VIII. Questions</p> <ul style="list-style-type: none"> <li>○ N. Thai DE addendum approval for Fall</li> </ul>	<ul style="list-style-type: none"> <li>● By Fall, does everyone need to resubmit a DE addendum?</li> <li>○ M. Ambalal will follow up and ask other colleges about DE addendum</li> </ul>
<p>IX. Calendar</p>	<ul style="list-style-type: none"> <li>● Next Meeting March 9, 2021</li> </ul>
<p>X. Adjournment</p>	<p>Meeting adjourned at 9:55 a.m.</p>