

Meeting Minutes

October 12, 2021

9AM/Zoom Room

MEMBERS:

VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
	Monica Ambalal (chair) x		Frances Moy x
	Adoria Williams x		Patricia Quiroz Santiago x
	Xavier Gomez x		Danae Martinez
	Janine Nkosi x		Nghiem Thai x
	Monica Landeros x		
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
	Victor Littles x		Mx. Cooper (Micah) ASMC
	Tauheeda Anderson		Denise Richardson
	Nathan Pellegrin		Lilia Chavez
	Courtney Brown		

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 9:02 a.m.	
II. Adoption of Agenda	Agenda was adopted with/without objection. (Identify number in favor, opposed, abstained)	Chair – Email to merrittgovdocs@peralta.edu
III. Approval of Minutes	Meeting minutes were approved without objection.	Chair – Email to merrittgovdocs@peralta.edu
IV. Action Items/ Presentations	Identify Topic of Discussion <ul style="list-style-type: none"> List highlights 	Micah Cooper asked to be appointed by the committee as the student representative. Monica explained that we have students who have been nominated already. Micah raised concerns about not being able to access previous meetings (links, agenda, minutes). Monica explained that all district procedures have been followed. Confusion about where invitations and agendas are posted/accessible. VP Richardson explained information about the district's position on Brown Act. This meeting does not need to adhere to the Brown Act according to the district policy. Micah raised concerned about not receiving Student Senate appoints students to campus committees. VP Richardson moved to table this topic until the next meeting. Micah raised

		concerns about tabling the issue. Said they provided education codes/rules about student representation. Micah left the meeting at 9:23am.
V. Standing Items	Assessment/Goals <ul style="list-style-type: none"> • Accreditation <ul style="list-style-type: none"> • Equity <ul style="list-style-type: none"> • 	
VI. New Business	Identify Topic of Discussion <ol style="list-style-type: none"> 3. Solidifying FLEX day planning <ol style="list-style-type: none"> a. Two workshops: classroom online safety, classified staff Canvas training 4. Update on Canvas admin training 5. District DE report (Adoria Williams) 6. POCR Updates 7. Honorlock Survey and Issues for SP2022 8. Changes to Title 5 Distance Education Regulation language 9. Open comments 	<p>Notes</p> <p>3./4. Q: What do classified staff want to see as a part of the Canvas flex day training? No response. Q: who can help with planning. Xavier and Monica L. volunteered to help with the Flex Day planning. Topics: Frances suggested: Privacy, understanding what the classroom is. Tauheeda: What are we putting in place to support students with disabilities and elderly students? Monica shared about the “tech support” that’s in place. Frances: This will help with triage, but in the long run the course is going to be helpful to increase accessibility and equitability to Canvas. We’ve also submitted a request for an “accessibility specialist”.</p> <p>5. Adria’s report: Elected a new chair (Albert M.). Stacey Spears VP at BCC joined the committee. Talked about what initiatives to push and what we would like to do to make changes to support students. Talked about 2022 goals. Ask for presentation on Khan ExEd a new student services software.</p> <p>6. Not able to enter the consortium as it stands for 2022, but not sure why yet. Monica will find out what’s going on. It’s currently at the district level.</p> <p>7. Spring 2022 Honor Lock will not be used in our district. If anyone wants to add this to a future agenda, please let us know. Any issues with Honor Lock, please direct any questions to Monica.</p> <p>8. Nghiem: We’re not required to submit a new proposal. We only need to submit a proposal once and it’s approved. We</p>

		<p>may need to submit a notification to AACJC for substantive change (50% or more), but not a proposal/approval.</p> <p>9. Courtney: Need to address potential student fraud. Raised concerns about student drops after Census. It might impact students who want to enroll but are unable to because of potential fraud. Fraud: Enrolling but may be using someone else's name and not attending the class. What are we doing to deal with fraud at the state level. Monica: A response she got was that we're following the same protocol that we do for f2f classes (we don't require ID in f2f, so we don't/can't require ID for virtual). Courtney: Concerns that fraud may hinder "open access" mission of CC. Raised concern about equity issue. Tauheeda: Reported an overwhelming amount of fraud, especially related to financial aid. District is trying to "weed" out these cases. Suggested that we develop a system of verification beyond help desk scanning case-by-case. Monica: Making a list of items to discuss at the district DE meeting and will carry this forward. Monica L: Shared that on day one, she takes a photo of students who are in attendance and in her "orientation" she share that she asks students to share a personal photo. "If I run into you on campus, I'd like to be able to recognize you." Lilia: Concern about burden being shifted to students (e.g. have family help them), shared challenges with capacity in student services, and wants to figure out how to collaborate to bring technology to the highest level. Wants to see our college/district raise tech support as a high priority-- #1 item. This is a collegewide issue -- not only a student services issue. Will reach out to VC Brown to find out what we are doing districtwide and share it at one of the President's meetings. Monica affirmed this suggestion and offered to join the meeting if needed.</p>
VII. Old Business	Identify Topic of Discussion <ul style="list-style-type: none"> List highlights 	

VIII. Announcements	<ul style="list-style-type: none">• List announcements	
IX. Adjournment	Meeting adjourned at 10:08 a.m.	Monica will reach out to Lilia, Micah, and take the concerns re: fraud to the district meeting.