

Meeting Minutes**April 13, 2021****9:00 a.m.-10:30 a.m.****Online in Zoom****ATTENDEES:**

x	Ambalal, Monica (Chair)	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)

AGENDA ITEM	DISCUSSION
I. Call to Order	Meeting called to order at 9:03 a.m.
II. Roll Call	Official Members: Monica Ambalal, Janine Nkosi, Adoria Williams, Frances Moy, Nghiem Thai, Kim Murphy, Xavier Gomez
III. Approval of Minutes	Meeting minutes were approved without objection Moved: Frances Moy, Second: Janine Nkosi
IV. Chair Report	<ul style="list-style-type: none"> DE committee bylaws draft membership will be word as recommended or preferred student representative needs to be in good standing Drafted bylaws and charge for the distance education committee is approved without objection. Moved: F. Moy, Second: J. Nkosi M. Ambalal will submit bylaws to Tom(Academic Senate President) once approved.
V. Old Business	<ul style="list-style-type: none"> All agreed that data is important for equity gaps. Present data to faculty members and faculty chair Retention activities- M. Ambalal added student success activities. M. Ambalal edited comments that can develop early intervention. Motion to approve the DE Plan was approved without objection. Moved: F. Moy, Second: X. Gomez. M. Ambalal market draft revision as final to have something ready and presentable to DE committee in May. Make sure the final draft is received by Tom before the last academic senate meeting.
<ul style="list-style-type: none"> Editing the DE Plan 	

VI. New Business

- Updates: Put together a dream team to see how DE plan will look like in a college level.
- In need to distribute responsibilities. As a result, different roles are necessary to be filled such as Peralta online Equity Coordinator for district and trainees for the course. In addition, DE director is necessary to oversee all the functions at the district level.
- Full time release for a DE Manager. Part of dream team also includes: Instructional Designer, Accessibility Designer,
- A point for release for POCR coordinator is important because we only have 2 years to get 10% of courses through CDC.
- M. Ambalal is asking for release time for coaches appearing in point two and advocate for student ambassadors.

VII. Open Commentary

VIII. Calendar

Next Meeting May 11th

IX. Adjournment

Meeting adjourned at 9:36am