Meeting Minutes

March 8, 2022
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	
Adoria Williams (acting chair) x		Patricia Quiroz Santiago x	
Xavier Gomez		Danae Martinez x	
Janine Nkosi x		Nghiem Thai	
Mónica Landeros x			
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
Marilyn Varnado x			
Feather Ives x			
Lilia Chavez x			
Victor Littles x			

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 9:04 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** 1. POCR	1. Develop a POCR process
V. Standing Items	**Assessment/Goals** 2. **Accreditation** 3. **Equity** 4. District Equity Committee	4. Mónica L: District Equity Committee is working on an Equity process for courses similar to the POCR process.
VI. New Business	**Identify Topic of Discussion** 5. Respondus Lockdown Browser 2-month trial testing 6. LTI Use for 2021/2022 school year	5. Respondus: Located on the left side of Canvas. Does not have a camera. Currently on a 2-month trial. Sought faculty input and overwhelming response from STEM faculty that they need something to support proctoring exams. Ex. Have state requirements (e.g., RAD Tech, Nursing) and need a tool for proctoring exams. Faculty are aware of equity issues and have been open to figuring out best practices. Will send a student survey to get student input. Will run through the end of spring, will look at survey responses and then revisit in Fall.

Merritt College puts students first. Through our rich educational programs, we foster a culture of equity and inclusion that empowers students to achieve their greatest potential and make meaningful contributions to their respective communities and our global society.

		6. Monica chair report: District is considering budget for LTIs. Committee developed a spreadsheet of existing LTIs. Need to get MC DE Committee input to determine if there are any red flags and to get everyone's initial thoughts. LTI input from DE Committee: Marylin: Was not aware that we had all of these LTIs. If I had been aware, I might have used them. Suggestion to create an explanation/description. Suggestion to put together a series of videos and make them available on Canvas. Videos could be testimonies from faculty to learn about tool an see how colleagues are using it. Guided Pathways funding should be used to support this. Faculty resource page has a list of these LTIs and what they do. Develop a decision making process for LTIs. There are 20 LTIs to review: Ally: No one in our space has used this. A+ Attendance: No one in this space using it. BeyondLabz: There are faculty at MC who use this but not on this call. Cranium Cafe: Counseling uses this; it has safer settings than Zoom for student privacy. The cost is pretty high ($246k), state supported, paid for with CARES funding. Monica will contact counselors to see if they are using it. Hypothesis: A few faculty are using Lapster: Yes Microsoft Teams: Allows for cross campus and cross district meetings. Faculty are using it. Plus it's free. Name Coach: Funding subsidy ends ($15k), want to continue using this it helps with Equity. NetTutor: Isela using NetTutor with TRC ($18k). TRC sends usage reports. Fees are by the hour. Padlet: Yes. Faculty are using it. Pronto: Yes. Turnitin: Yes. Voice Thread: May be redundant with other tools (e.g. Zoom white board option). Cost is ($32k). Perusall: Free. Zoom: Yes. Support until June 2022. Different subscriptions. Additional costs

		incurred if we go beyond the conditions of MC's subscription. Recorded videos take up space. Costs incurred by the District. Digital space is an equity issue. Need to download videos if we want to keep them. Next steps: District will continue the conversation. Monica will send a list of what we just looked at and ask faculty if they want to provide input.
VII. Old Business	**Identify Topic of Discussion** 5. POCR Updates 6. OET updates for Spring 2022 7. Review of last meeting; review public comments, and revision of end-of-semester handout 8.	5. POCR Marilyn: Delay on receiving status of the reviews. Delay in receiving funding. Received review; the courses did not pass. Need to update existing courses and add 5 additional courses. Received funding from VP Richardson. Team is developing a plan to expedite course review. Feather: What's needed to become a reviewer. Marilyn: Need to take the State CVC OEI course and be approved by the VPI. Monica L: The process is complicated and depends on each college's Local POCR program. Feather: How do we get courses on the website, even if they are not reviewed? Monica: CE course prepared people for how to align courses. The CCC has their own program. To get training to be a POCR reviewer you have to successfully complete the CCC class. These classes help get faculty ready to align courses. Have been in talks with EDT to create a formal 3-unit class to support faculty. Section D is an area where faculty need support. Feather: Where do the POCR courses live? 6. OET: Benefit of keeping it local, 1) we get to work with our own constituents, 2) we have access to the courses and assignments. District option: we don't have full webmaster access, so we can't change the assignments or any of the language, etc.. Therefore, we want to continue having our own MC training but will work with the District as needed. Feather: We still have more funding. Encourage people who inquire about POCR to also align with Equity because it will help streamline. Marilyn: Intention is to integrate Equity into POCR. Monica: Need to differentiate POCR and Equity because the State has their own requirement. 7. Public comments: Monica was hoping for more public comment. As a committee we should be sure to offer public comment at least twice per year. Want to ensure that we have faculty and student voices. Also, facilitated a workshop with student support staff to get feedback/input.

		End-of-semester handout: There wasn't a handout created. Monica will update the handout and create a video. Want to make sure to vote on it and make it the official EOS handout.
VIII. Announcements	● List announcements	April meeting agenda items: ● Funding formulas and data to support the funding formula. ● Invite Admin to the April meeting to share any red flags and needs. ● In Fall, we will be "back-to-normal"- returning face-to-face. ● POCR updates.
IX. Adjournment	Meeting adjourned at 10:12 a.m.	