

Meeting Minutes

September 13, 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)		
	Adoria Williams		Patricia Quiroz Santiago
	Monica Landeros		Danae Martinez x
			Christoph Muhlinghaus x
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
	Nghiem Thai		

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 9:07 a.m.	
II. Adoption of Agenda	Agenda was adopted with/without objection. (Identify number in favor, opposed, abstain)	Chair- Email to merrittgovdocs@peralta.edu
III. Approval of Minutes	Meeting minutes were approved without objection.	Chair- Email to merrittgovdocs@peralta.edu
IV. New Business	<p>a) Reevaluating DE Plan Proposed next step to increase online student success at Merritt College</p> <p>Success Activity 1</p> <ul style="list-style-type: none"> We propose that student services develop a peer ambassador program where students may find online assistance at set hours M-F. <p>Success Activity 2</p> <ul style="list-style-type: none"> The Merritt College DE Committee invite ASMC and students at large to a dedicated DE meeting to host a listening 	<p>a)</p> <ul style="list-style-type: none"> The closes we got to this program is our student at student services M-F that helps people in person and on the phone. Also, the library provides services over the phone to guide students to the right department. It's a question if this vision is met because there is no official program in place. Monica wants to invite ASMC to hear students voice in the committee. This didn't work last year (2021) but Monica will try again this year (2022).

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.

	<p>session to find out what students most pressing needs are.</p> <p>Success Activity 3</p> <ul style="list-style-type: none"> • Host ongoing FLEX Day preparation workshop for advance learning in DE for LTIs. <p>Success Activity 4</p> <ul style="list-style-type: none"> • CVC OEI <p>Success Activity 5</p> <ul style="list-style-type: none"> • Engage the DE team in communicating with Merritt College staff in a consistent manner, so they may inform us of their needs to best serve students. <p>Semester Goals to follow up on DE Plan</p>	<ul style="list-style-type: none"> • DE has been present at every FLEX Day throughout 2021-2022 • Monica is slowly trying to come up with funding and a vision for our campus in how we are going to proceed. • The assessment part is the part that is difficult to fill. DE Committee can suggest an activity for instructors to come up with to combine with their SLO's. • Monica suggests coming up with an activity (assessment style that can be done online) in the next meeting. • Monica went to the classified senate and made sure that we have communication with the classifieds. • Monica will invite Classifieds officers to join DE committee meetings to express their needs. • Project currently in process is a link that will be attached in canvas where student can click and have access to all student services in campus including the library. Monica is currently gathering the links and it should be ready within 2 weeks. If this project is a success, it will be shared to other sister campuses. • Make an assessment rubric for something to do with DE <ul style="list-style-type: none"> ○ Monica will start it on a google Doc and will share it out. Everyone can edit and add comments. • Invite ASMC
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		<ul style="list-style-type: none"> Continue to have communication with classified staff
V. Request from Faculty	<p>a) Hy-flex</p> <p>b) Nghiem Thai curriculum committee representative</p> <ul style="list-style-type: none"> DE addendum Emergency addendum 	<ul style="list-style-type: none"> Monica will let everyone know as soon as a Hy-flex committee task force. Getting ready for Hy-flex. Dale from the IT department is doing a beta testing right now to output an entire classroom. Completing our promises on DE Plans Think about adding Hy-flex as a course modality Nghiem will bring up any issues that comes up in the curriculum committee. Emergency addendum is over, and instructors needs to meet AP4105 to teach online. Monica will talk to the union to make sure that creating a spreadsheet and asking newly hired instructors to put their online teaching experience and training will not break any law. Monica will also bring this to other DE coordinators attention
VI. District Update	<p>a) District DE Handbook</p> <p>b) LTI's</p> <ul style="list-style-type: none"> Lost a lot of LTI'S Equity positions were canceled We no longer have hypothesis, atomic search, Lobsters. <p>c) Hy-flex</p> <p>d) POCR update</p>	<p>a)</p> <ul style="list-style-type: none"> It was finalized and sent out, now we have a reference point. <p>B)</p> <ul style="list-style-type: none"> People needs to make their case to have LTI'S back. <p>b) To be discussed next month</p> <p>c) Monica will be building a POCR webpage.</p> <ul style="list-style-type: none"> She will send out an email to gather people who are POCR

		badge to get together a strong POCR team <ul style="list-style-type: none"> • Goals for POCR <ul style="list-style-type: none"> ○ Build the webpage ○ Get the 3 classes through
VII. Old Business		
VIII. Announcements	<ul style="list-style-type: none"> • Next Meeting October 11, 2022 	
IX. Adjournment	Meeting adjourned at 10:05 a.m.	