Merritt College   Distance Education Committee

Meeting Minutes

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 (acting chair) x		Patricia Quiroz Santiago x
Xavier Gomez		Danae Martinez x
Janine Nkosi x		Christoph Muhlinghaus 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)		
Thomas Torres-Gil		Denise Richardson
Marilyn Varnado		Ronald Moss
Nathan Pellegrin		Nghiem Thai
Mx. Cooper (Micah) ASMC		Nia Hill
Muwafaqu Al Asad		

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 9:03 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. Standing Items	1.Update: POCR • POCR website	• M. Ambalal as POCR lead is working on rebuilding POCR website to provide better understanding of POCR and CVC-OEI. • Contact M. Ambalal for any comments, suggestion about the website.
V. New Business	1. Faculty DE Survey	• A. Williams propose to Add Canvas basics as another option on question number 9 • Add, "I do not know what OER is" on question number 14. • "Turn it in" is not on number 16 as an option on the faculty survey.

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.

	2. Student DE Survey	• One of the option on number 10 on the student DE Survey needs to be change to "Merritt College Library chat".

	• Survey question number 13	• Add "Temptation to take to many units or the expectation that I have more time' as an option on question number 13 on the Student DE Survey.
		
		   o Address the issues that D. Martinez Raise, about students assuming workload is less in online course.
		
		• Fix formatting on the Student DE survey specifically on number 13, technology question.
		
		   o A. Williams is requesting to put the survey question vertically.

	• Survey question number 16	• M. Ambalal propose to Add "30min or less" as an option on number 16. • A. Williams propose to remove the More than 6 hours option. • DE committee members propose to change the wording or add another survey question about frequency in terms of meeting with professors.
	• Survey question number 18	• M. Landeros and A. Williams propose add the option "Family". • J. Nkosi proposed to add an open-ended option and ask students to share. • J. Nkosi is requesting to add a question about how students cope and if they reach out to student support services. • A. Williams propose to add a question about how students

		• communicate and if students communicate with professors when they are, experiencing obstacles mentioned in question 18. (Did you ? and How did you as a follow up question)
		• D. Martinez propose to add "unpredictable work schedule" as an option.
		• M. Landeros propose to add an option for "Military"
VI. Last Meeting Follow up	• Meeting with Classified Senate	• Keep communication with classifieds.
	• EDT class	• Share with people and constituents the EDT classes.
		• M. Ambalal will present it to CDDCPD during public comment.
	• PDC Workshop	• M. Ambalal will be presenting on POKER in January for the first Flex Day.
		• A. Williams will be presenting on Library resources for student in canvas and outside of canvas.
		• C. Muhlinghaus will be presenting on Equity in the online classroom.
	• Student Representative	• P. Santiago noted that there would be a student volunteer for the spring semester.
VII. Comments and concerns	• UC Berkeley Issue (Making online content accessible to people with disability)	• Lawsuits to make online content accessible.
		• Can possibly reinforce the need for accessibility specialist.

	• Survey	• Work on canvas shell to be accessible. • M. Ambalal will address the take away on the Surveys
VIII. Announcements	• Next Meeting February 07, 2023	
IX. Adjournment	Meeting adjourned at 10:31 a.m.	