

Meeting Minutes

April 11, 2023
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)			
<input checked="" type="checkbox"/>	Monica Ambalal (chair)	<input checked="" type="checkbox"/>	Frances Moy
<input checked="" type="checkbox"/>	Adoria Williams	<input checked="" type="checkbox"/>	Patricia Quiroz Santiago
<input type="checkbox"/>	Janine Nkosi	<input checked="" type="checkbox"/>	Christoph Muhlinghaus
<input type="checkbox"/>	Monica Landeros	<input type="checkbox"/>	Danae Martinez
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
<input checked="" type="checkbox"/>	Georgina Ziff	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 9:10 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. Motion to add an items to the agenda	<ul style="list-style-type: none"> C. Muehlinghaus move to approve the addition of items to the agenda. Second by P. Santiago 	Addition to the Agenda <ul style="list-style-type: none"> Updates to the webpage Ask C. Muehlinghaus about Office hours Ask A. Williams about the Respondus meeting on 3/15
V. Updates to the Webpage	<ul style="list-style-type: none"> The outdated Distance Education is currently what shows when Merritt College DE gets search on the web. 	<ul style="list-style-type: none"> Everyone agrees that the webpage needs some changes and it will be address in the future
VI. Last Meeting Follow up	<ul style="list-style-type: none"> Formally adding names of student reps onto our committee Respondus issues response 	<ul style="list-style-type: none"> C. Muehlinghaus will give A. Ambalal the students information(Full name, Email)

<p>VII. New Business</p>	<ul style="list-style-type: none"> ▪ Recently Peralta made a vote to remove the more restrictive function of Respondus because of lawsuit to other schools. This is an ongoing issue that is happening in the supreme court • Flex day Meeting Workshops <ul style="list-style-type: none"> ▪ A. Williams did try to run a workshop for flex day but encountered lots of technical difficulties because of the computers software in the Computer La, It's not compatible with Canvas ▪ Running a Workshop for end of term wrap up or getting started with summer semester • Chat GPT updates/issues <ul style="list-style-type: none"> ▪ Positive thing: generate flash cards, generate keywords and argument of articles ▪ Negative thing: Pilgrims ▪ Equity issues ▪ Bias issues • POCR updates 	<ul style="list-style-type: none"> • If anyone is having Respondus issues, let M. Ambalal know to report to the District. • A. Williams offers the Library services to students that is having troubles with Respondus. Contact A. Williams for proctoring needs. • A. Ambalal will communicate with John about readiness of classroom that will be used for future Flex day workshop • Another option suggested by A. Ambalal is setting up Chromebooks to avoid technical difficulties • C. Muehlinghaus will do a zoom workshop about equity, term wrap up and getting started with summer semester. In addition he will meet with DE members to brainstorm ideas to incorporate to his workshop • A. Williams will help with the end of the term wrap up. • A. Ambalal will send out her office hours calendar • DE committee will be requesting A. Williams to be the DE tech assist. for the summer • Before creating policy A. Ambala will request for DE committee members to be trained on Chat GPT
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	<ul style="list-style-type: none"> ▪ 3 courses officially approved in POCR • Peralta online equity conference <ul style="list-style-type: none"> ▪ April 26 - 28 • Upcoming assignment – Curriculum Committee DE addendums <ul style="list-style-type: none"> ▪ Problems Areas: Method Communication. <ul style="list-style-type: none"> ○ Instructor to Student ○ Student to Instructor • Workshop this week with Ashley Hood – from Hypothesis 	<ul style="list-style-type: none"> • A. Ambalal will send an announcement about our POCR approved courses <ul style="list-style-type: none"> ▪ CSU students can take Merritt courses without having a separate transcript. • A. Ambalal will start inviting people to start aligning • The 4 POCR coordinators will be presenting within a the next month to the VPI • A. Ambalal will send an invite to participate in EDT II • P. Santiago and A. Williams will be presenting at the Peralta online equity conference • Hypothesis is a way to annotate assignment.
VIII. Comments and concerns		
IX. Announcements	<ul style="list-style-type: none"> • Next Meeting May 09, 2023 	
X. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 10:30 a.m. 	