

Meeting Minutes**Sept.12, 2023****9:00 a.m.-10:30 p.m.****Online in Zoom****ATTENDEES:**

Ambalal, Monica (Chair)	Patricia Santiago (Member)
Adoria Williams (Member)	Lissette Dominguez (Guest)
Janine Nkosi (Member)	Nghiem Thai (Guest)
Frances Moy (Member)	

AGENDA ITEM	DISCUSSION
I. Call to Order	Meeting called to order at 9:03 a.m.
II. Roll Call	Official Members: Adoria Williams, Monica Ambalal, Janine Nkosi, Frances Moy, Patricia Santiago.
III. Approval of Minutes	Meeting minutes were approved without objection Moved: Adoria Williams, seconded by F. Moy
IV. Chair's Report	<ul style="list-style-type: none"> • CALGETC passed over the summer • We are in the consortium and waiting to become the teaching college (supposedly moving forward in October) • Short discussion on POCR and the amount of time it takes to dedicate to building (90 hours – 100) • POLISCI, Business, Music, PSYCH have been approved in CVC • 15 others are now interested • We will wait to receive meeting modalities updates from district and ASCCC • Monica proposes that DE will assist as a liaison to the Curriculum Committee
V. Public Comments <ul style="list-style-type: none"> ○ PCCD DE updates 	<ul style="list-style-type: none"> • Nghiem Thai gives a short report on the ZTC and OER Grant • Lissette interested in joining committee
VI. Old Business	<ul style="list-style-type: none"> • Considering working on the LTI update list at district • The ongoing issues of AI – how to deal and work with this medium? • Labster, Lockdown Browser, and NameCoach are up and running
VII. New Business <ul style="list-style-type: none"> ○ Goals for 2023 	<ul style="list-style-type: none"> • People still need fundamental training with Canvas • Considering a green-room studio on campus to assist with creating content • Still cannot call things “Hyflex”

<ul style="list-style-type: none"> ○ Open discussion 	<ul style="list-style-type: none"> ● Working with SLOAC to do assessments via DE? ● Focusing on small “learning Tuesdays’ where each committee member can write up a small blurb on a new LTI or a new technique to learn in Canvas – helps to build community and showcase other instructors ● Workshops on best practices ● Can DE be more involved with the Evaluation Process? How can we work to ensure there is a solid and best practices in Canvas teaching – this committee can make a resolution to encourage a new document for evaluations ● Meeting modalities: we have been online and hybrid since 2019 – formal guidance is to meet with a quorum as ASCCC – ongoing discussion ● Consider a rotating quorum ● We need a recording secretary
VIII. Calendar	<ul style="list-style-type: none"> ● Next Meeting October 12
IX. Adjournment	Meeting adjourned at 9:51 AM