Merritt College   Distance Education Committee

Meeting Minutes
Nov.7, 2023
9AM/Zoom Room

MEMBERS:

<table>
<tr><td colspan="4">VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</td></tr>
<tr><td></td><td>Monica Ambalal (chair) x</td><td></td><td>Lissette Dominguez</td></tr>
<tr><td></td><td>Adoria Williams x</td><td></td><td>Janine Nkosi</td></tr>
<tr><td></td><td>Patricia Quiroz Santiago</td><td></td><td></td></tr>
<tr><td></td><td>Frances Moy x</td><td></td><td></td></tr>
<tr><td></td><td>Monica Landeros x</td><td></td><td></td></tr>
<tr><td colspan="4">NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</td></tr>
<tr><td></td><td>Nghiem Thai</td><td></td><td></td></tr>
<tr><td></td><td>Jason Seals</td><td></td><td></td></tr>
<tr><td></td><td>Lisa Cook</td><td></td><td></td></tr>
<tr><td></td><td>Courtney Brown</td><td></td><td></td></tr>
</table>

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	The meeting was called to order at 9:04 a.m.	
II. Adoption of Agenda	The agenda was adopted with/without objection.	Chair to post on the website
III. Approval of Minutes	The meeting minutes were approved without objection.	Motion by Ambalal, Approved by Adoria Williams
IV. Action Items/ Presentations	Identify Topic of Discussion 1. VPI Cook, L 2. *No action items today*	Reports that Merritt is going to go live as a teaching college next week. Request from Moy to send out formal announcement for counselors
V. Standing Items	Update: PCCD-DE 1. Chair shared out information from the last meeting, and updates to POCR Phase III 2. Update for Distance Education team. including charge, and search for student representatives 3. Need for involvement of staff and or faculty in DE	Monica to being adding small write ups about DE showcasing to include good work done by faculty Where are we with hybrid and hyflex? (Still cannot name a class this officially) "call it green or yellow" according to chair to prevent future union grievances VPI has agreed to fund POCR at 5 per semester!

VI. New Business	Identify Topic of Discussion	A. Request from deans to add a best practices for evals
	A. Begin to place DE website as priority B. DE student/faculty survey C. We should start a best practices for evaluations in the DE area D. Add public comment to ALL meetings E. Comments and concerns from committee members F. Public comment	B. Need a volunteer student to participate on the DE committee - reach out with ASMC C. Does anyone else want to do a workshop or presentation for Flex Day Spring 2024?; Adoria will do something for library resources, D. Concerns over losing the EDT program – loss of reenlisting courses like EDT 2 E. Monica A with getting in touch with ASMC to ask for rep for a space to speak at their meeting F. Ongoing issues with adherence to Brown Act. Landeros cites multiple reasons in favor of remaining online G. Monica shared list of current LTIs – how are the usages reported? Where can we gather this info?

VII. Old Business	Identify Topic of Discussion
	
	2. Update on POCR submission
	3. POCR update
	   • Chaffey College survey on equity
	   • Exchange Phase III update (CVC)
		Monica sent out data to the college regarding MSI students
		
		POCR is now at 5 courses, and Monica is currently aligning Eng 1A for Ziff, G
		
		We are completing a pre and post survey to see how POCR is affecting student success
		
		Badges for POCR will be added to the schedule soon!

		Monica A: Workshops starting in October thru May and office hours to support faculty working on POCR
VIII. Announcements	● List announcements	NONE – now in POCR!
IX. Adjournment	Meeting adjourned at 10:29 a.m.	NEXT MEETING: DEC 5 9AM