

# Distance Education Meeting Agenda

Time: 11am – 12:30

Place: S435

Date: 3/10/2020

## I. Welcome and Introductions

## II. Recent updates

- A. AP 4105 and article 33
- B. Equity Training
- C. FLEX day training
- D. CE Grant recipients
- E. CVC OEI packet submitted
- F. Cranium Café

## III. Contingency Plans for COVID-19

- A. District update and plans
- B. Merritt Practices and Policies

## IV. DE Plan Assignments

- A. Due dates
- B. Process
- C. Participants

## V. Dismissal

MINUTES 2/11/2020 – 11am – 12:30pm in S435

In attendance: Marie Amboy, Monica Ambalal, Mary Ciddio, Courtney Brown, Kimberly Murphy, John Chan, Adoria Williams, Tom Renbarger.

I. Meeting called to order 11:08 AM.

a. Welcome and introductions to all in attendance.

b. We are searching for a student representative for both the district and the Merritt committees. Please recommend any student in your classes who may be a good candidate for DE.

c. Monica gave a short update about the Distance Education committee at the district including turnover, and current members and initiatives.

II. Discussions and Information

a. AP4105 and Article 33

It is important for chairs at Merritt to disseminate information about both articles as these each have important updates. Faculty teaching online will have new required classes when they teach – to be implemented ASAP.

b. Online Equity Training is starting at Peralta

-There are 50+ people enrolled and Merritt has some candidates in the first round of classes.

-Monica Ambalal will be hosting an online and FLEX presentation about equity in the classroom in March.

c. CE Grant Update

At this time, the CE awardees at Merritt are currently taking their 3<sup>rd</sup> class with the @one trainer Donna Eyestone. Some are prepared for POOCR review and the POOCR has already been created.

d. At this time we are going to continue our requests for Turnitin.com at Merritt college, and the VPI has agreed to meet with us regarding this issue so we can implement this hopefully by summer 2020.

e. Please note that the Canvas Certificate is not currently being offered here at Merritt as the classes are low-enrolled and being cut. In addition, the same two courses continue to ONLY be offered in the past 2 years (EDT 2 and 5).

III. Action Items

a. DE Plan

Members of the DE committee will be asked in the next month to devise activities and goals to help complete the DE plan template that was handed to us in Feb 2020 by the district DE committee.

b. DE Addendum

Members voted unanimously to set forth the model presented by COA DE committee to adopt 'click-down' boxes that will be available in CurricQunet once the addendum is approved – for instructor-student and student-student contact.

c. Consortium Application

The Merritt DE is ready to apply for the consortium finally. We have already disseminated questions to the appropriate departments and are now waiting on the administrative team to fill out their portion of the survey.

d. DE Charge

Committee voted unanimously to present a charge to the Academic Senate at Merritt. We have adopted the one put forth by COA.

IV. Meeting adjourned: 12:26pm

a. next meeting scheduled for 3/10/2020 in S435 at 11am