

**Meeting Minutes****Oct 6, 2020****9:00 a.m.-10:30 p.m.****Online in Zoom****ATTENDEES:**

Ambalal, Monica (Chair)	Frances Moy
Adoria Williams (Member)	Patricia Santiago
Kim Murphy (Member)	Janine Nkosi
Danae Martinez	

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>
I. Call to Order	Meeting called to order at 9:05 a.m.
II. Roll Call	Official Members: Adoria Williams, Kim Murphy, Monica Ambalal Unofficial Members: Danae Martinez, Frances Moy, Patricia Santiago, Janine nkosi Official Members not present: Javier Gomez, Nghiem Thai
III. Approval of Minutes	Meeting minutes were approved without objection Moved: K. Murphy, Second: A. Williams
IV. Chair's Report <ul style="list-style-type: none"> <li>○ New LTI's</li> <li>○ EDT updates</li> </ul>	<ul style="list-style-type: none"> <li>• Equatio for math faculty will also benefit physics and medical staff that use equation in teaching will probably be approved by Siri brown.</li> <li>• Honorlock has been approved only for stem faculties but if needed by non-stem faculties request is accepted.</li> <li>• Atomic search, allies face 2, PlayPosit will be available</li> <li>• It's not the responsibility of the DE Coordinators or the tech assist to provide assistance on the following LTI's.</li> <li>• Monica Ambalal new chair of EDT</li> <li>• M. Ambalal Created a hiring recommendation and job description, now there is a hiring pool for EDT.</li> <li>• Monical will be looking into 3-week EDT intersession classes</li> <li>• A. Williams propose that the discuss EDT class for intersession 2021 be considered professional development workshop as supposed to full 3-unit courses per compliance with CurricUNET and the course outline of record. <ul style="list-style-type: none"> <li>○ Approved: K. Murphy, Second: M. Ambalal</li> <li>○ DE committee made a statement regarding the intersession courses.</li> </ul> </li> </ul>
V. Adoria's Report	<ul style="list-style-type: none"> <li>• Soon as meeting minutes is released more information about decisions that was made in the district DE committee meeting will be reported.</li> <li>• District DE committee is looking for members.</li> </ul>
VI. Old Business <ul style="list-style-type: none"> <li>○ CVC- OEI updates</li> </ul>	<ul style="list-style-type: none"> <li>• Finally establish Trust relationships: District IT department is now given permission by the CVC.</li> </ul>

<ul style="list-style-type: none"> <li>○ Article 33</li> </ul>	<ul style="list-style-type: none"> <li>• Next Step: Poker process which means we want to have 2-3 people per campus who is certified in peer online course review.</li> <li>• The Faculty member should be provided with adequate preparation and training, and should be additionally compensated for the extra time required to develop such course or program. <ul style="list-style-type: none"> <li>○ Union proposed for all faculty teaching online because of Covid-19 to have their time compensated, there will be no application for compensation it will be automatic.</li> </ul> </li> </ul>
<p>VII. New Business</p> <ul style="list-style-type: none"> <li>○ POCR process</li> <li>○ DE Plan</li> <li>○ Open discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Next Goal: Recommendation of 2-3 instructors at Merritt that will be great candidates to take the peer online course review course. <ul style="list-style-type: none"> <li>○ Offered through instructure and at one</li> <li>○ 4-week course</li> <li>○ POCR certified instructors will not be responsible for the entire school for this not to happen M. Ambalal will speak with the VP and Siri Brown. Ideally there should be 1 POCR per division.</li> </ul> </li> <li>• M. Ambalal will send out small task to each member with questions regarding future of DE that will help build the DE Plan. DE plan will include all statistics from Nathan.</li> <li>• M. Ambalal biggest goal is to close equity gaps <ul style="list-style-type: none"> <li>○ lowest performing student online right now is African American but every year is climbing.</li> <li>○ Latinx student is enrolling by increasing rates online</li> <li>○ Age group 16-18 is also increasing, performing very well we're getting 90% retention and success rate.</li> <li>○ Increasing numbers of veterans</li> <li>○ Foster students are maintaining enrollment</li> <li>○ 30-34 group increase to 90% enrollment Online</li> </ul> </li> <li>• Question is: What are the issues here that we can't make groups perform online well? What can we do?</li> <li>• Laptop lending has helped the next thing has to be hotspot lending.</li> <li>• Final piece: Faculty having access to technology is equally as important. <ul style="list-style-type: none"> <li>○ M. Ambalal put APUF for ADT to request technology for faculty and staff if they are required to teach online.</li> </ul> </li> <li>• Instructors working 7days a week</li> <li>• Listing DE session, open session that ASMC could maybe host.</li> <li>• Students not knowing about Chromebook lending program. <ul style="list-style-type: none"> <li>○ Concerns about admission and records, not enough outreach.</li> <li>○ M. Ambalal will email Margie and Lilia about canvas training for student</li> </ul> </li> </ul>
<p>VIII. Calendar</p>	<ul style="list-style-type: none"> <li>• Next Meeting Nov. 10</li> </ul>
<p>IX. Adjournment</p>	<p>Meeting adjourned at 10:19 p.m</p>