

Meeting Minutes
May 14, 2020
11:00 a.m.-12:30 p.m.
Online in Zoom

ATTENDEES:

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| Ambalal, Monica (Chair) | Brielle Plump (Member) |
| Adoria Williams (Member) | Inga Marculionis |
| Nghiem Thai (Member) | Rick Ramos |
| Kim Murphy (Member) | Chelsea Cohen (Laney DE Coordinator) |
| Mary Ciddio (Member) | |

| AGENDA ITEM | DISCUSSION |
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| I. Call to Order | Meeting called to order at 11:03 a.m. |
| II. Approval of Minutes | Meeting minutes were approved without objection Moved: A. Williams, Second: N. Thai |
| III. Tech Review/Addendums Position | N. Thai says Curriculum Committee bylaws need to be changes and then he will follow up with Dr. Richardson re: the recommendation to hire someone for the position. |
| IV. LTI / Tech Assist | <ul style="list-style-type: none"> • District is searching for volunteers to assist with each LTI at each college. That doesn't seem practical so we're recommending one person at each college right now. • Merritt Library can handle TurnItIn assistance for Merritt College only since it falls under their purview of teaching about plagiarism, etc. • Tech Assist contract ends on May 24 and no one will be available to assist unless District reinstates staff for summer. • DE Coordinator at Merritt: Monica is now 1.0 and will be working over the summer. |
| V. DE Preparation, etc. | <ul style="list-style-type: none"> • Proposed doc (AP 1405): instructor preparation includes recommendation for taking at least 1 EDT or @One course every 3 years. This includes courses with POCR (Peer Online Course Review) or reviewed by OEI or instructors with online teaching certificates would be exempt. Also, the recommendation includes that all online and hybrid instructors participate annually in DE training. • POCR: <ul style="list-style-type: none"> ○ PCCD needs to join the state consortium ○ A process needs to be developed because Merritt doesn't currently have an official college POCR and one is needed. • R. Ramos will share closed caption accessibility (SmartPlayer) request form with Monica to share with staff. • EDT 502 (noncredit - training students on how to take courses online) was approved by the Curriculum Committee. Acceptable to offer this course in other languages. <ul style="list-style-type: none"> ○ M. Ciddio: There is a need for a course for non-tech savvy students. Need something in place for peer to peer help. Need student support and Student Services to realize the need for growth in this area. • N. Thai: Blanket DE Addendum exists due to the emergency situation, but for summer and fall the Curriculum Committee still needs to approve all online courses that are not yet approved. Title V requires teacher preparation per District policy – which is currently 1 course. |

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| | <ul style="list-style-type: none"> ○ Title V, Section 55208: <i>Instructors of DE shall be prepared to teach in a distance education delivery method consistent with local district policies and negotiated agreements.</i> (M. Ambalal will look this up re: summer requirements) ○ K. Murphy pointed out that negotiations are occurring right now re: this. ○ N. That: Curriculum Committee will not approve any fall course for fully online instruction unless there is some amount of synchronous interaction if the course was originally scheduled to be a face-to-face or hybrid class. ● M. Ambalal: In Fall, Committee members will be asked to assist with new DE Plan. ● M.Ciddio: We need a virtual help desk; help in one place. Student Services need that as well. |
| VI. Class Size Recommendation | <ul style="list-style-type: none"> ● PCCD DE Committee recommended capping online classes at 25 at their May 13 meeting. ● Discussion: <ul style="list-style-type: none"> ○ N. Thai: supports recommendation because of student equity of learning and to support not disproportionately impacted by course cuts. ○ M. Ciddio: supports recommendation because it will prevent course cuts, and it will offer students a better change to engage and receive more attention. ○ M. Ambalal: from an equity standpoint –why can we have 40 in a class, but not online? How can we have reduced class sizes, but have historically cut courses with fewer students enrolled? ● N. That: Motion to support the recommendation proposed by the PCCD DE Committee <ul style="list-style-type: none"> ○ Second: M. Ciddio ○ Motion passed unanimously |
| VII. DE Committee Chair | <ul style="list-style-type: none"> ● Chair position may be open in the fall. |
| VIII. Adjournment | Meeting adjourned at 12:26 p.m. |