

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

Ambalal, Monica (Chair)	Patricia Santiago (Member)
Adoria Williams (Member)	
Nghiem Thai (Member)	
Xavier Gomez (Member)	

AGENDA ITEM	DISCUSSION
I. Call to Order	Meeting called to order at 9:04 a.m.
II. Roll Call	Official Members: Adoria Williams, Monica Ambalal, Javier Gomez, Nghiem Thai, Patricia Santiago
III. Approval of Minutes	Meeting minutes were approved without objection Moved: A. Williams, Second: N. Thai
IV. Chair's Report <ul style="list-style-type: none"> ○ EDT updates ○ TBA 	<ul style="list-style-type: none"> ● Things are all up dated with EDT ● Intersession courses for EDT 1 & EDT 2 is 6 weeks "Protocol needs to be followed" ● M. Ambalal is recommending that there will be 2 more Tech assist
V. Adoria's Report <ul style="list-style-type: none"> ○ PCCD DE updates 	<ul style="list-style-type: none"> ● Getting more funding from district for more faculty training ● District committee has set up different work groups to address different issues: <ul style="list-style-type: none"> ○ Improving communication with student s ○ DE policy and definitions ○ Clarifying relationships ○ Communications and DE support ○ Prevention of cheating and plagiarism ○ DE survey ● There will be a flex day training in a form of a module for 2 hours to replace canvas training and it will count for AB405 requirements. This issue needs more clarification ● Regarding LTI's a survey in process and will be sent out soon. This survey will be due on Dec. 4 and the purpose of this survey is to evaluate which LTI's are being used and which can be remove to eliminate cost ● Honorlock Privacy issues: <ul style="list-style-type: none"> ○ They get accesses to information on student's PCs ○ PERPA issues ○ Compromise privacy ○ Other Districts share the same concerns ○ Contract that was signed with the company is problematic

	<ul style="list-style-type: none"> ○ UCB ban this type of proctoring software 4 years ago ○ The software flags people of color and prevent them from accessing materials ○ It was stated on the contract that they will turn over information to law enforcement if requested and this can affect DACA students ● Inger Is going to take the Honorlock issue to the union, she's going to site the faculty privacy rights and take it to the academic senate ● A wellness component will be added to canvas shelf ● PERPA issues when it comes to combining two section specifically privacy issues and the Committee recommended to not combine two sections anymore ● Anti-plagiarism: M. Ambalal recommends going to Coursehero, a software where instructors test, paper, homework etc. is uploaded by student to share to others
VI. Old Business <ul style="list-style-type: none"> ○ New Members ○ CVC- OEI updates 	<ul style="list-style-type: none"> ● Approval of new Members: Frances Moy, Patricia Santiago, Janine Nkosi <ul style="list-style-type: none"> ○ Approved: A. Williams, Second: J. Gomez ● Waiting on formal welcome while doing the POCR process
VII. New Business <ul style="list-style-type: none"> ○ POCR Strategic planning ○ DE Plan ○ Open discussion 	<ul style="list-style-type: none"> ● We cannot move forward with the PORC process without 2-3 people being PORC certified <ul style="list-style-type: none"> ○ M. Ambalal do not want to be PORC certified ● M. Ambalal will request for a stipend for those who will take the course ● A. Williams, J. Gomez will be taking the course but reviewing courses will be something that they will think about in the future ● M. Ambalal is trying to get funding to develop new template ● N. Thai suggested to hold off on a comprehensive DE plan instead address the post COVID Data and identify major weaknesses and gaps. <ul style="list-style-type: none"> ○ Create a document about the impact of COVID on DE and Provide recommendations ● M. Ambalal will bring data on the next meeting to be analyze and come up with Good observations ● N. Thai Suggested to invite Deans to attend next DE meeting to provide summaries of DE issues that they've encountered in the APU's that has been submitted and resource request related to online instructions <ul style="list-style-type: none"> ○ Resource Prioritization is happening next month December ● M. Ambalal will ask for funding for PORC to get people trained ● Keep talking about the need to expand EDT classes but within the process
VIII. Calendar	<ul style="list-style-type: none"> ● Next Meeting Dec. 8
IX. Adjournment	Meeting adjourned at 10:01 AM