

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

x	Ambalal, Monica (Chair)		Patricia Santiago (Member)
x	Adoria Williams (Member)	x	Kim Murphy (Member)
x	Nghiem Thai (Member)	x	Janine Nkosi (Member)
x	Xavier Gomez (Member)	x	Francis Moy (Member)
x	Julie Shieh	x	Rick Ramos (Member)
x	Ronald Moss	x	Danae Martinez (Member)
x	Denise Richardson (VPI)		

AGENDA ITEM	DISCUSSION
I. Call to Order	Meeting called to order at 9:01 a.m.
II. Roll Call	Official Members: Monica Ambalal, Kim Murphy, Janine Nkosi, Frances Moy, Xavier Gomez, Julie Shieh, Rick Ramos, Ronald Moss, Danae Martinez, Denise Richardson
III. Approval of Minutes	Meeting minutes were approved without objection Moved: F. Moy, Second: J. Nkosi
IV. VPI Denise Richardson <ul style="list-style-type: none"> Resource request pattern DE related and Funding 	<ul style="list-style-type: none"> Dean Holloway <ul style="list-style-type: none"> Instructional supplies in the form of lab kits, instructional assistance, embedded tutors, more instructors in the part time pool that is skilled in online instruction, equipment such as document cameras, Lab techs who have online experience, a pool of adjunct hired as substitutes to provide stability, home lab material. A lot of the requests in math & sciences and also in CE are already going to be funded. We have a really strong workforce funding. Dean Amboy has already identified funding for these requests so, they been giving the highest level of priority because it's been prioritized by the dean. There's been a deliberate effort among the deans to ensure along with the department chairs that the request that have been made have been one that actually needed. Professional development is a big thing in math and sciences, training and pedagogy to improve student success particular with AB705 requested \$60,000 Dean Amboy <ul style="list-style-type: none"> Software request clarity pro, adobe suit, slide abstainer's dean Amboy has secured funding for this. Dean Foster <ul style="list-style-type: none"> Instructional supplies, hardware, software, and request for shifted platform. Learning resources doesn't find Zoom as adequate for their needs and so they are asking for upswing of an alternative online tutoring platform.

<ul style="list-style-type: none"> ○ Questions and Concerns ○ Evaluation link on canvas 	<p>Workbooks for child development that they can disseminate to students so that they can have them, printers, live streaming software for child development, cameras, swivel.</p> <ul style="list-style-type: none"> • In terms of funding, much if the CE funding is taking care of between strong workforce and Perkins. Additionally, for Non-CE we're going to be using care funds, instructional equipment and library materials or any residual lottery and any general funds that can be used to provide funding. • Limiting closed caption to videos that are 30 minutes or longer created a conflict with aligning to POOCR policy. R. Ramos <ul style="list-style-type: none"> ○ ASA doesn't caption videos, if video needs to be caption instructors are referred to rapid text ○ Resource that is available through canvas that can-do closed captioning called studio. If instructors are thought of this technology it has 80% accuracy and it allows instructors to review, edit and approve captions. • Will the CARE fund be use for a spot internet for students? K. Murphy <ul style="list-style-type: none"> ○ To VPI's knowledge it will not be used but VPI will advocate for it because the need is great. • Please ignore it. It will appear all the way at the bottom left of canvas. M. Ambalal will send out something about it really soon.
<p>V. Shawn Valcarcel from CVC-OEI</p> <ul style="list-style-type: none"> ○ Process of becoming POOCR certified 	<ul style="list-style-type: none"> • Link to resource center https://sites.google.com/cvc.edu/localpocrresourcecenter/home A lot of resources are under this link • Step 1 <ul style="list-style-type: none"> ○ Putting your POOCR team together Getting POOCR reviewers • Step 2 <ul style="list-style-type: none"> ○ Get the required training, which is taking the POOCR course the 4-week course ○ Establishing your process • Step 3 <ul style="list-style-type: none"> ○ Star reviewing and aligning to OEI rubric ○ Communicate with S. Valcarcel if there are any questions ○ Attend norming session that host by instructional designers • Step 4 <ul style="list-style-type: none"> ○ Apply for certification ○ Part A There is a link to a form to fill out. The purpose of this form is to share the CVC your process. The process that the reviewer and the instructor as a team followed to get courses reviewed and apply any related documents. How you're preparing faculty ready, including section D which is all on accessibility. ○ Part B Submit your three courses for review ○ Part C We will review the three courses if its aligned, once all three courses are fully aligned aggreging with CVC's lead reviewers then you are POOCR certified

<ul style="list-style-type: none"> ○ Questions and concerns 	<ul style="list-style-type: none"> ○ Step 5 Maintaining the certification: attending quarterly norming sessions, at least two of the reviewing team needs to attend norming sessions. ◇ Important: Instructors needs to know what is expected in course development and accessibility review • M. Ambalal: How do we protect are faculty from being over work without getting paid? What are the kinds of incentive that other colleges are drawing for their faculty? <ul style="list-style-type: none"> ○ A work around in terms of fund is flex pay ○ Instead of teaching units it can be replaced of reviewing • POCR training classes are free/ covered by CVC's grant • N. Thai: for courses that were submitting for POCR approval as well. Is that a strict requirement every course submitted for POCR review needs to have a CIT identification number? What are the Guidelines? <ul style="list-style-type: none"> ○ NO ○ If there is any question about any course email support • Georgie: I'm wondering if there's any available data that shows any increase in enrollment as a result of student access to taking these courses on the exchange <ul style="list-style-type: none"> ○ The data is in the colleges locally and CVC is currently brain storming on how to get a hold of that data • J. Gomez: are you guys able to provide an example of a completed rubric and an example of a course that dose meet the POCR requirement? <ul style="list-style-type: none"> ○ Not officially but an art appreciation course has been made public as an example. ○ When you go to the 4-week POCR there will be lot of example of the rubric
<p>VI. Adoria's report</p> <ul style="list-style-type: none"> ○ District DE meeting update 	<ul style="list-style-type: none"> • Presentation about Honorlock and talked about the issue about Honorlock • AP4105, setting up a work group to review the recommendations • LTI survey was sent out to faculty it was due on Dec 4th 2020 • Reaffirming the previous recommendation regarding DE instructor preparation, suggesting that the negotiated items be negotiated with PFT and administration should proceed to revise and implement those plans as soon as possible • Braille Plump, Adoria Williams and Kevin Kelly are working on building an orientation module shelf that will have in the canvas commons and people can just import in their own class as a template to show everyone how orientation module could be more helpful to students and it should be finish by the end of next week
<p>VII. Chair's Report</p> <ul style="list-style-type: none"> ○ Professional development day/Flex Day ○ Dual Enrollment Program 	<ul style="list-style-type: none"> • Williams will be hosting a workshop about canvas • high school teachers can now access the professor's Canvas class as a TA.

<ul style="list-style-type: none"> ○ Committee By laws ○ DE Plan 	<ul style="list-style-type: none"> • something that needs to be added on the agenda on the spring • Kevin Kelly will be building the DE template with the new data
VIII. Goals/ items to be added in the agenda	<ul style="list-style-type: none"> • Making sure that there is funding for POGR reviewers • Tech Assist for migrating classes for spring semester/ pre-semester
IX. Calendar	<ul style="list-style-type: none"> • Next Meeting Feb. 9 2021
X. Adjournment	Meeting adjourned at 10:30 a.m.