



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
DISTANCE EDUCATION COORDINATION COUNCIL

MEETING MINUTES  
MAY 9, 2022 12:30PM

<b>MEMBERS PRESENT</b>	Cherishea Coats, Kay Weiss, Joseph Kim, Cynthia Hamlett, TL Brink, Andy Chang, Margaret Worsley, Luke Bixler, Rania Hamdy.
<b>AGENDA APPROVAL</b>	Agenda approved by Seconded by

### Crafton Hills Updates

TOPIC	DISCUSSION
<b>Collaborative Trust</b>	<ul style="list-style-type: none"> <li>• Discussion with collaborative brain trust about DE Needs ED masterplan and what is needed.</li> <li>• In-service finalizations</li> </ul>
<b>SEP (Student Equity Plan)</b>	<ul style="list-style-type: none"> <li>• SEP (Student Equity Plan) discussions on strategies to improve the success and retention of African American and Latinx populations in DE courses</li> </ul>
<b>Home College/POCR</b>	<ul style="list-style-type: none"> <li>• Working to become a home college and in discussions with CVC to get the POCR team trained</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Finalizing fall in-service days</li> <li>• Two certification training. One on June 13 thru July 17 and an additional training two weeks after</li> </ul>

### Valley College Updates

TOPIC	DISCUSSION
<b>Regular Substantive Interaction</b>	<ul style="list-style-type: none"> <li>• Regular Substantive Interaction (RSI) to the DE committee discussion to be brought to the accreditation committee               <ul style="list-style-type: none"> <li>○ Regular interaction across disciplines suggestion of providing examples</li> <li>○ Course design</li> <li>○ Considerations for including into the SLO and student evaluation</li> </ul> </li> </ul>

TOPIC	DISCUSSION
Training and data	<ul style="list-style-type: none"> <li>• Finishing up with Level 1 training</li> <li>• Put in a data request for student success, fill, and retention rates</li> </ul>

## District Distance Education Updates

TOPIC	DISCUSSION
DECC Charge	<ul style="list-style-type: none"> <li>• Existing charge will stay the same</li> <li>• Overview of committee members and roles</li> <li>• Removal of Professional Development Center from charge               <ul style="list-style-type: none"> <li>○ To include only DE-related support</li> </ul> </li> <li>• Approval of charge Rania Hamdy and second Kay Weiss</li> </ul>
Contract Renewal Considerations: Tool Renewal	<ul style="list-style-type: none"> <li>• Valley and Crafton would like to continue the use of Labster and Proctorio for the next year</li> <li>• Proctorio               <ul style="list-style-type: none"> <li>○ <b>ACTION:</b> Need to determine which departments are using proctoring (Valley and Crafton)</li> <li>○ Respondus alternative to preferred due to additional features</li> <li>○ <b>ACTION:</b> Determine if it can work with Textbooks (Cherishea)</li> <li>○ <b>ACTION:</b> Pilot available to determine the best time and training for a couple of programs (Cherishea)</li> <li>○ <b>ACTION:</b> would like to look at an alternative proctoring tool</li> <li>○ Would like to Pilot Respondus for specific programs</li> </ul> </li> </ul>
Student Resources	<ul style="list-style-type: none"> <li>• Request for student resources to be on the Global Navigation bar</li> <li>• Challenge is incorporating both campuses</li> <li>• It was a request from the counseling staff. Student resources are currently in all the courses.</li> <li>• Redundancy of multiple means of communication is always good and is beneficial if it could be done prior to accessing a shell. Students will have access to resources even if they drop a course.</li> <li>• Would be a positive change it can be done.</li> </ul>
DE Personnel Change	<ul style="list-style-type: none"> <li>• Joseph Kim Instructional Technology Specialist leaving</li> <li>• DE administrator hiring in progress</li> </ul>
Next Meeting	<ul style="list-style-type: none"> <li>• Aug 29<sup>th</sup> as a placeholder if we have an agenda to get us meeting sooner and then start with the second Monday, Sept 12<sup>th</sup></li> </ul>

ACTION ITEMS	POINT PERSON
<ul style="list-style-type: none"> <li><b>ACTION:</b> Need to determine which departments are using proctoring</li> </ul>	<ul style="list-style-type: none"> <li><b>Rania</b></li> <li><b>Kay</b></li> </ul>
<ul style="list-style-type: none"> <li><b>ACTION:</b> Determine if it can work with Textbooks</li> </ul>	<ul style="list-style-type: none"> <li><b>Cherishea</b></li> </ul>
<ul style="list-style-type: none"> <li><b>ACTION:</b> Pilot available to determine the best time and training for a couple of programs</li> </ul>	<ul style="list-style-type: none"> <li><b>Cherishea</b></li> </ul>
<ul style="list-style-type: none"> <li><b>ACTION:</b> would like to look at an alternative proctoring tool</li> </ul>	<ul style="list-style-type: none"> <li><b>Cherishea</b></li> </ul>

Next Meeting: Monday, Sept 12<sup>th</sup> 2022