

# Meeting Minutes

**Date:** November 8, 2022

**Location:** AC 229 and [Zoom](#)

**Present:** elle dimopoulos, Andy Haber, Rachel Klein, Stacey Lince, Dong Nguyen, Jessica Park, Emily Schaefer, Kathleen Smyth, Cari Torres

**Absent:** Maria Coulson, Erik Dunmire, Joshua Kas-Osoka, Burton Schane

## Meeting Topics

- POCR plan for legacy courses
  - Reviewers/Mentors will meet with faculty individually to keep them on track
  - Will help the reviewers clarify questions
  - 25 legacy faculty, 5 faculty per semester, would like them to meet with Stacey at least once
  - Jessica, hopes this streamlines the process.
  - New courses will go through the more traditional POCR process
- Distance Education Plan Draft
  - Goal is to have complete and approved by
- Andy has conference call with hybrid equipment installation who say they will have an answer timeline for installation
  - Asking for a camera for the Jonas center
  - AC 245 is scheduled for 1/9-1/20 with at least a microphone
  - Equipment is hard to supply because of chip issues and cannot get parts

## Action Items

- Review the DE Plan by next meeting

Adjourn

Next Meeting 12/22/22

## Resources & Links

- DE Plan Draft