

Distance Education Committee Meeting Minutes

Date: November 7, 2023

Location: AC 229 and [Zoom](#)

Present: Maria Coulson, elle dimopoulos, Erik Dunmire, Cara Kreit, Stacey Lince, Jessica Park, Emily Schaefer, Kathleen Smyth, Cari Torres

Absent: Andy Haber, Joshua Kas-Osoka, Rachel Klein, Dong Nguyen, Burton Schane

Agenda: Approved

Minutes: 10/24 and 9/26 approved

Meeting Topics

- Managing Unaligned courses (Kathleen/Stacey/Cari)
 - We have come across faculty who are a challenge to align
 - Assigned reviewer 15 hours mentors are exceeding hours and mentors are not close to aligning.
 - What do we do? Do we follow the Legacy [POCR MOU](#) which states:
 4. *If a course is denied or provisionally-approved, the DE Legacy Faculty may revise their course over the following semester to gain approval. If the course is not approved at the end of the second semester, it shall be denied. Provisional approval is not a possible outcome at the end of the second semester.*
 5. *For the deadlines described herein, the end of the semester is the end of finals week. It does not extend into summer or winter breaks.*
 - Only two courses at this point that is an issue
 - Who is going to make this decision? The Dean? The District? This is what the MOU says:
 - *If a DE Legacy Faculty member does not have full course approval by the end of the second semester, they cannot be scheduled to teach the DE course unless and until they complete the standard POCR review process under Administrative Procedure 4105.*
 - It's frustrating that we have an MOU, and cannot follow through for those courses that don't align.
 - Spring courses will be taught because they are already scheduled.
 - courses that do not align by the end of December, will not be scheduled for fall.
 - Someone needs to tell this to the faculty members who are not aligning.

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- Ingrid and Kathleen will send an email to the faculty explaining their deadline is in DEC and at that point the faculty will need to work independently and bring a fully aligned course forward. CC the Deans and Chair and Union as per MOU linked here.
- POCR Equity and accessibility language (Kathleen)
 - Equity issue came up with one of the courses.
 - Textbook was 8 years old
 - Some of the content was from the 90s, exaggerated women's hormones and PMS (outdated info)
 - Reviewer was offended
 - Need to add something to the rubric about equity.
 - If this course is already not aligning, maybe don't add this to the pile
 - The book is free
 - Academic freedom to select a text
 - Equity could be part of the evaluation process
 - Needs to be addressed through curriculum and evaluation
 - Impacts academic rigor and transfer
 - Refer to elle or OER librarians for support on new book
- Revisit the Peralta Equity Rubric
 - Do a flex on the Peralta Equity Rubric
- Update on BP 5500 (Maria)
 - Submitting an academic assignment purchased from a research/term paper service, or written by another individual; or work obtained electronically (e.g. via the internet, or Artificial Intelligence) and representing it as one's own work
 - Academic senate sent to Mici will go to the Board Policy Committee
- AI and Flex/Professional Learning (Cara/Stacey)
 - Speaker not available during Flex week
 - Won't be during convocation because Jonathan has a plan
 - Elle has some contacts at UW and Rutgers
 - How are going to build on what we had in the fall?
 - What do faculty want around AI?
 - Prevention/Detection
 - Solicit ideas from Chairs
 - Need to stay focus on equity use as well
 - Should it be department/area specific?
 - Where is the tipping point
 - Plug for August as a keynote

Action Items

- Kathleen/Cara to inquire at Chairs and faculty by 11/21

Adjourn: 11:49

Next Meeting: November 21, 2023

Distance Education Committee