COLLEGE OF
MARIN
Distance Education Committee Meeting Minutes

Date: December 5th, 2023
Location: AC 229 and Zoom

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

Absent: Joshua Kas-Osoka, Rachel Klein, Dong Nguyen, Jessica Park, Burton Schane,

Agenda: Approved

Minutes: Edit 11/07/2024 minutes to include language from POCR MOU

Meeting Topics

Flex week

- Would like to do an ed tech day or half day Tuesday 1/16
- Include AI in all conversations about ed tech rather than isolating it
- Jeff Yates submitted a proposal for AI rubrics
- Stacey will Follow-up with Cara, elle, and PLC to create a proposal

POCR Update

- Still struggling with process for courses that do not align and how to go to the dean for right of assignment.
- Courses that cannot pass cannot be taught.

POCR Designation

- Capstone Project
  - We completed our third meeting to be an official POCR school.
  - MUS 106 was submitted. There are a few items that need to be corrected. Once that is done, we will be certified and able to badge.
  - They did not look at the course at all. They just want to make sure we have a process.
  - We have a few things to work out in that process so that we are all in agreement about rubric items and alignment.
- POCR Badge
  - We are considering putting a badge in our own course registration system (not just on the CVC-OEI site) along with ZTC.
  - It is a lot of work and faculty should be recognized for that. Like a gold star.
  - Will affect English which is a department that has multiple sections and qualified instructors.
  - Might incentive faculty to do get reviewed.

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- o Being listed on the state-wide database is also a feather and also will impact enrolment. However, we don't rely on enrollment like other schools.
- Questions/Comments
  - o Do we need to have a badge when the courses that are offered will all be POCRed?
  - o May be better to have a statement in the notes that says all courses are peer reviewed.
  - o We need a webpage about the POCR process
    - Can mirror the info in the Canvas course

DE Plan

- Plan covers 2023-2026
- Reading and comments due by 12/19
- Gap analysis study needed about how different populations are or aren't supported. Why they choose the classes and instructors
- How can we provide more support for student success in DE?
- Students don't think of modality as either or. They are doing both in-person and online
- Goals and Objectives
  - o Instructional Program Development
  - o Course Quality and Faculty Professional Learning
  - o Student Success, Support, and Equity
  - o Technology, Modalities, and Infrastructure
- Will send a separate document to DEC members for feedback on goals
  - o Will compile a master doc with feedback/suggestions

Upcoming Meetings

- o Spring Flex DE Faculty meeting is scheduled during COM Hour January 30th, 2024
- o Need to schedule meeting for POCR Reviewers

Adjourn: 12:03

Next Meeting: January 23rd, 2024

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