PALOMAR COLLEGE®
Learning for Success

Date: Dec. 2, 2020 Zoom Meeting: **https://cccconfer.zoom.us/j/99578026727?pwd =QXR5RUNoRUY0OFlqRVZCY1lwLzJQQT09** **Password: 950357**	Starting Time: 2:30 p.m. Ending Time: 4 p.m.

Chair: Erin Hiro (20-23)✔
Members:
Faculty, PFF: Russell Backman ✔
Faculty, at large (20-22): Amy Caterina ✔
Faculty, at large (20-22): Kelly Falcone ✔
Faculty, AMBA (19-21) Michael Gilkey ✔
Faculty, MSE (20-22): John Harland ✔
Faculty, Library (20-22): Linda Morrow ✔
Faculty, at large (20-22): Steve Perry ✔
Faculty, CTE (20-22) Jacob Shiba ✔
Faculty, Part-Time (19-21): Jonathon Singh ✔
Faculty, L&L (19-21) Stacey Trujillo ✔
Faculty, DRC (20-22): Alyssa Vafaei ✔
Faculty, SBS (19-21): Barbara Hammons✔
Faculty, Student Services (20-22): None

1. Call to order (at 2:34)
2. Approval of minutes
    a. Amy motioned to approve. Barbara 2nd. Unanimously approved
3. Public Comment
    a. None
4. Announcements
    a. Erin: on committee of DE coordinators for California CC's.

        i.   There is a movement to do collective buying of Canvas features. Najib can currently get better rates

       ii.   Suggestion to make accessibility task force

     iii.   Math assessments: discussion of how to better assess. Proctorio can authenticate the identity of students. Possibility equity issues regarding no head-covering requirements, and wrongly flagging people of color for identity.

     iv.   Atrc can offer Proctorio training

5. Information
   a. Certification stats
      i. Erin: 884 instructors have been certified. 54 unknown method. Departments have been asked to clarify
      ii. Kelly created spreadsheet of uncertified instructors (about 100)
      iii. Erin: please bring up certification in our departments! Non-certified instructors will be removed from class schedules after Dec 18.
      iv. Jacob: how can new instructors get access to POET if they currently lack access to Canvas. Erin: some are stuck in HR, VPI has been notified of this problem.

   b. CVC Report
      i. Teaching application: Erin met with all critical individuals regarding CVC application and assigned various tasks, and will continue to work with them until app is complete
      ii. Home application: Erin's and Najib's input is complete. Now in hands of administration.
   c. DRC Button
      i. Alyssa: work is being done on DRC online resources, in particular a button in Canvas class to allow students to directly connect with DRC.
      ii. Erin: ATRC wants DE committee to give guidance on which buttons should be there, in particular recommending a button for DRC. Erin would like a DRC FAQ.
      iii. Alyssa: DRC cannot reveal DRC students directly to instructors without students initiating accommodations.
      iv. Kelly: ultimately there should be a menu item in Canvas for all student support services.
      v. Stacey: Would be nice to have a menu for students to indicate what accommodations they want to use for each course.
      vi. Alyssa presented a list of possible DRC-related topics to be offered in a Plenary session. Alyssa asked committee for advice on prioritizing. There was more or less consensus on items 3 and 4. Erin, Amy selected 1 also. Barbara suggested offering 1 as an added PD session. Stacey agreed that 1 is important also.

       vii.   Erin: perhaps a Canvas message regarding DRC resources would be helpful.

      viii.   Erin: will write up a statement about announcement/link to be reviewed at our last meeting in Dec.

  d. Plenary Topics

      i.   Spring training: Erin wants this to be driven and delivered by DE committee, not just Erin and Kelly.

      ii.   Erin listed several potential topics.

      iii.   Amy offered to do sessions on accessibility, as well as POCR and the rubric.

      iv.   Steve offered to offer an accessibility workshop. Universal design can be a supplement

      v.   Course packs linking: John will reach out to ATRC for how to best apprise instructors on how to link course packs from their specific publishers (list of procedures, videos, etc)

      vi.   Jacob: can we have training on how to use video-creation resources to increase interaction with students in the asynchronous environment.

      vii.   Kelly: increasing active participation in synchronous Zoom session

      viii.   Kelly needs to have this together by last day of fall semester. Kelly will send out list of Plenary activities so that we can see whether there is space in spring Plenary. Kelly suggested a possible DE series of workshops on the Wednesday before spring plenary.

  e. POCR

      i.   Amy: is Palomar an official POCR contributor? If not, Amy can participate

      ii.   Kelly: there is not an official list, to my knowledge. College should create their own POCR programs. We need to start with our own program first, and create our own process (for example, groups of 3). After we have this process in place we can be a certified CVC POCR process.

      iii.   Erin: Amy can meet with Brent about the past POCR program. Amy will do so to get ideas about formalizing a POCR process.

  f. Groups meet to work on Goals

      i.   The different groups met in breakout rooms.

6. Action

  a. Camera Requirements Policy

      i.   Shayla and Erin reviewed Chancellor's office recommendations and made modifications. Further modifications were made by DE committee.

      ii.   Steve moved to vote on policy. Stacey seconded. Unanimous consent.

7. Adjournment