DISTANCE EDUCATION ADVISORY COMMITTEE (DEAC) MEETING
Minutes ⧖

Monday, Mar. 13, 2023	2:30 – 4:00 pm	ZOOM

INVITED ATTENDEES	Claudia Alcala, Jorge Ascencio, **Krissy Barone**, Leslie Bitong, Jodie Butler, Guy Buker, Alana Krause, Alex Miranda, **Reza Mirbolooki**, Phuong Nguyen, Michelle Palma, Annette Park, Franklin Ragg, **Meridith Randall**, Shatarupa Ray, **Evangelina Rosales**, Amy Runyen, Justin Smith, Paul Tayyar, Tien Tran. ***Bolded names not in attendance.**
CHAIR(S)	Alex Miranda, Dean; Jodie Butler, Faculty Chair
RECORDER	Joe Roxas

Meetings dates for the Spring 23
Feb. ~~13th and 27th~~; ~~Mar. 13th~~
Apr. 10th and 24th
May 15th   Meeting over Zoom, use this link to join us: https://cccd-edu.zoom.us/j/84099249642

Agenda Items

TOPIC	PRESENTER and MINUTES
Approval of the Minutes from last meeting.	Thanks, Joe!
Membership (Jodie)	Membership callouts coming soon if you want to renew your membership for next year. Note that you can nominate yourself.
Updates: Review Panels/ Level 1 and 2 Training (Reza)	Reza was not present in the meeting. Update will be done next time.
Changes in Staffing – Online Instruction Office (Jorge)	Jorge is beginning the transition of the Level 1 training to the faculty trainer. He created copy of the Level 1 courses and enrolled the designated people. He also asked who is keeping track of the certificated. Reza indicated previously that Jorge should continue to keep track until Reza teaches the class this Summer 23. Slight staffing changes in Jorge's office: Julie Uyen Nguyen, Calvin Fantone, and Britny Som. For questions, help, etc. send email to Jorge and he will delegate among the 3 staff. Open Lab still available twice a week, and Julie still offers virtual office hours. Jorge mentioned that one individual completed self-paced course and was awarded a certificate last week -- the only one in the past 3 weeks.
PopeTech Accessibility Dash Issues (Jodie)	Accessibility checker brought up "natively accessible" and some members were unsure of the actual meaning. Tien Tran did some research and emailed everyone on Mar. 20th about her findings.

Online Teaching Conference	Online Teaching Conference. June 21-23. If interested, please check out link: https://onlineteachingconference.org
Discussions: Online Lesson Share (L Factor)	It would be helpful if DEAC members would have conversation next meeting re: what you're doing online that's working, what's failing. Think about them now for next meeting.
DE Handbook	DEAC group did not end on a conclusion nor a solution last time about the handbook and full discussion is needed as to what the group wants to do with it moving forward. Jodie shared that when it was written some time ago, it was a traditional book with conventional practices. However that traditional concept doesn't work in the present anymore. The group needs to figure out what will work in the present and future, and what the issues are. Alana and Michelle stated that the handbook was put together but never got updated while the regulations changed. The concept of PDF no longer made sense. It needs to be in a dynamic medium –like web or canvas resource –that can be constantly updated. Other issues encountered: • Members come and go; they serve for two years then move on. Rotating committee affects the continuity of work towards the handbook. • Nobody knew where to go to get updates for handbook. Sometimes it involves different federal websites for a variety of statutes. • There was no single person or team that's responsible for the update, on how to do it, when and where from. • Sometimes the resource would be behind a paywall, or members-only portal. • No one has the full knowledge on what kind of data was needed and from where; "we don't know what we don't know." • So many data to go through, and at different levels – Federal, State, school district, etc. • Because of the pandemic, lots of important details and routine upkeep fell through the cracks. Possible Solutions/Next Actions: • Frank showed on Zoom a sample of an online resource on DE by Cerritos College. The group should look into good practices and proven results received by some campuses. • Alex mentioned that he will check other colleges that usually have good handbooks, like Pasadena and Santa Monica and he will report back to the group. • Bigger task is finding out what info changes all the time. The group doesn't have to start from scratch -- the handbook already has the foundation/template needed. • Look for other samples of handbooks, identify what needs to be updated on current handbook, and move to continue the work into Fall and the following terms. • Completion of the DE handbook is one of the integral parts to the success of our accreditation.