

**Distance Education Committee  
Meeting Minutes 4/6/21**

Present: Karen Bishop, Brandon Hall, Joy Lawrence, Sarah Phinney.

1. **Minutes** from 3/4/21 approved
2. **End of Year Report** completed
3. **PC-POCR** – Next meeting we will need to discuss what will constitute inadequate progress for a course going through review. The committee did come to agreement on the process and steps for launching PC-POCR with the following primary steps:
  - a. Marketing and requesting courses to be submitted for PC-POCR review – Sarah will send out the initial call for participation with the required forms attached. Karen will follow up with an email a few days later encouraging participation.
  - b. Recording time stamp of completed applications – Sarah will use the date/time of the email with completed applications and enter that into the Google Sheet. The Google Sheet will be used to track the remaining elements of selecting courses to be in the first round, assigning a reviewer, recording when instructor is notified of their review, etc.
  - c. Assigning reviewers and back-up reviewers – The committee agreed that an email will be sent requesting reviewers. Faculty reviewers can then determine if they are available or not at that time. The faculty reviewer will complete Sections A-C, and Sarah will complete Section D. The faculty reviewer (lead reviewer) will be assigned a back-up reviewer who they can contact if they want a second opinion.
4. **Equity and Culturally Responsive Online Teaching** – This is an OER course offered by @ONE. All committee members have been added to the Canvas shell that has been imported to our PC Canvas site. The DE Committee agreed that this seems like an appropriate course for Sarah to present to the Social Justice Task Force and see if that group wants to pursue facilitating the course for our faculty.
5. **PC Student Resources link** – Sarah has developed a way to move the “PC Student Resources” link that currently shows on every Canvas course shell, over to the Canvas Global Navigation bar on the far left. It requires JavaScript and it will only work when a student is logged in to their course and will not work if they have JavaScript disabled. The committee liked the idea of **moving** the link to the Global Nav bar, so that will be done after spring semester ends.
6. **Next Meeting:** May 4<sup>th</sup>

# PORTERVILLE COLLEGE

## END OF YEAR COMMITTEE REPORT

### COMMITTEE REPORTS

At the last College Council (CC) meeting of the spring term each year, committee chairs shall submit to CC a summary of the committee's activities for the year indicating the number of meetings held, goals, accomplishments, and recommendations. CC may, at any time during the year, make recommendations to the committee for consideration to improve the effectiveness or efficiency of the committee.

*From Committees/Councils/Sub-Committees/Etc. Structure of CC*

**Date:** \_\_\_\_\_

**Committee or Sub-Committee:** \_\_\_\_\_

**Number of Meetings Held:** \_\_\_\_\_

**Goals:**

**Accomplishments:**

**PORTERVILLE COLLEGE**

**Recommendations:**

**Submitted to CC by:** \_\_\_\_\_

**CC Meeting Date Received:** \_\_\_\_\_