Committee Members								
Constituency	**Representative**		**Constituency**	**Representative**		**Constituency**	**Representative**	
Faculty Tri-Chair (Biology)	Jennifer Garner	x	Faculty	Chloe Branciforte	x	Faculty (Spanish)	Araceli Trujillo	x
Administrative Tri-Chair (Dean)	Debbie Newcomb	x	Faculty (Library)	Linda Kennedy		Faculty (Business)	Nick Norris	x
Classified Tri-Chair	Matthew Moore		Faculty (Econ)	Ara Khanjian		Faculty (Math)	AJ Naderi	x
Administrative (VP)	Jennifer Kalfsbeek-Goetz		Faculty (Sociology)	Andrea Horigan		Faculty (Sociology)	Daniella Graves	x
Faculty (Business)	Nicole Falco		Faculty (Poli Sci)	Corinna McKoy		Faculty	Stephen Peluso	
Faculty (Chemistry)	Erin Brocker	x	Faculty (Physics)	Hugh O'Neill	x	Classified	Sharon Oxford	x
Faculty (Sociology)	Ionna Schmidt		Faculty (Art)	Meg Phelps		Classified	Ali Olson-Pacheco	x
Faculty (Counseling)	Sheehan Casey		Faculty	OPEN		Classified	Margaret Phelps	x
Faculty (History/AES)	Rubisela Gamboa		Faculty (History)	Ray Tracy		Classified	Andy Lucas	x
Faculty (History)	Colleen Coffey	x	Faculty (Communication)	Jamie Harmon		Student Rep.	OPEN (?)	

Agenda Item	Discussion Notes	Action?
1) **Welcome Guests and Feedback on Retreat '22 (Ali)**	Attendees agreed that the retreat was a success. Planning for the next one is already underway.	
2) **Consent Agenda and Minutes (Jennifer G)** • Minutes for December 8, 2022 • Agenda January 12, 2022	Consent agenda approved	

3) **Discussion Items (Jennifer G)**
• Topics for Spring Friday Workshops
• CRN Notes Pro Tips (Meg)
• CVC exchange live January 18!! 🎉 (Sharon)
• Title 5 updates (Sharon) (15 Min)
• DE Summit
   o Viewing rooms on VC campus
   o Proposals (Call for proposals)
• Workgroup updates (if met):
	Ideas for Friday workshop/Open Studio-
	A. Pacheco briefly explained what Open Studio was and what the DE team did during the allocated time. Direction and suggestions for the Spring Friday workshop/Open Studio were open to the group.
	• faculty showcasing what their best practices
	• Workshopping Ideas or testing a new feature.
	• Sharing Outside resources
	• Creating Content and how-to's
	• Conversations on Authentic Assessment
	• How to leverage AI and embrace it.	

○ MS Documents: [Goals '23 Subcommittees](#) ○ MS Excel Questions: [Goals worksheets](#)	• Accessibility A possible Flex activity will be on Accessibility- following up with Friday workshops was highly encouraged. M. Phelps went over what to look at and include in the CRN notes for classes and asked the committee to spread the importance of CRN Notes to other faculty. A. Pacheco brought up the PACE program and explained what it is. The PACE program has a module that ensures students have everything they need. A suggestion on how to utilize this idea to help non- pace student understand their accelerated classes. S. Oxford was excited that on Jan. 18th, that will go live in CV Exchange. More information to come. S. Oxford also briefly shared Title 5 updates and goals, including Enhancing technology data and intentional engagement and participatory governments to align with new Federal guidelines. D. Newcomb stated that she and Oscar would work on Accessibility while DETAC would handle policy. Oxnard College will be hosting DE Summit and announced it would be entirely online. They are looking for proposals for anyone who would like to present. **Goal #1:** There isn't anything ready to share **Goal #2:** Peer mentorship- How to help new faculty with little to no funding. There are many ideas right now with little movement. **Goal #3:** Create institutional best practices and resources for promoting academic integrity in online course design—only a little movement toward this goal. The Math presentation touched on the direction of this goal. There will be another check-in for goals at the next meeting.
4) **New Tools, Faculty Spotlights, and/or Demonstrations** • Tidy Up (WARNING: 1.9 months left) • LTI (Apps) Integration Reminder • Support Hours have been updated on the website (Bookings)	Tidy up trial is ending in a month. There have been limited requests from Ventura College for LTI. A practice shell is underway. A. Pacheco shared new semester drop-in hours and how to set up an appointment

Purpose: The mission of the workgroup is to focus on the delivery of distance education and student support services for online courses, partially online courses, and on ground courses. The workgroup will take a proactive role in educational, technological, and professional development issues pertaining to distance education.

Vision: We will provide quality distance education services that enhance students' opportunities to be successful in their educational pursuits.

2022-2023 Goals

Goal 1: *Implement faculty-driven professional development that spotlights best practices in equity, humanization, and inclusion.*

Goal 2: *Develop peer mentoring community of practice to meet faculty where they are, bring new instructors to proficiency, and current DE instructors from competency toward excellence.*

Goal 3: *Create institutional best practices and resources for promoting academic integrity in online course design.*