**Distance Education and Educational Technology**

**Committee Meeting**

Oct. 27, 2022

11:30 a.m.-12:30 p.m., Via Zoom https://napavalley-edu.zoom.us/j/89265547986

This meeting will be conducted virtually pursuant to Government Code section 54953(e)(1)(A) and the Memorandum from Napa County Executive Officer Minh C. Tran and Public Health Officer Karen Relucio, M.D., dated September 27, 2021, regarding Recommendation for Continued Remote Attendance at Brown Act meetings.

**Minutes**

Members present: Christine Pruitt, Cathy Gillis, Terry Wegner, Maricel Rossi, Erin Quealy

* 1. **Welcome** (1 min)
  2. **Adoption of Agenda** (2 min)

**M/S/C Aye:** Maricel, Cathy, Erin, Terry

* 1. **Approval of Minutes** (2 min)
     1. Minutes from Sept. 22, 2022

**M/S/C Aye:** Maricel, Cathy, Terry

* 1. **Public Comment** (2 min)

Denise Kaduri: the website should be working within the next month

* 1. **Announcements** (1 min)

Next AS Exec Committee will discuss the website.

* 1. **Consent Item** (2 min)
     1. **Acknowledge that AB 361 Conditions have been met**

This item has been placed on the agenda to allow the committee to acknowledge that the conditions for holding AB 361 meetings have been met by the District. Napa County public health officials have recommended measures to promote social distancing; thus, pursuant to Government Code section 54953(e)(1)(A) and the Memorandum from Napa County Executive Officer Minh C. Tran and Public Health Officer Karen Relucio, M.D., dated September 27, 2021 regarding Recommendation for Continued Remote Attendance at Brown Act meetings, this meeting is being conducted electronically. The committee will review these conditions every 30 days. **M/S/C**

* 1. **Information Items** (3 min)

# Update from the Distance Education Coordinator - Gillis

# The DE Coordinator will update the committee on campus events.

# Canvas day coming up Dec. 2nd. On campus, free breakfast, lunch, and prizes.

# Action Item (15 min)

# Distance Education Handbook

# +1 attachment

# The committee will review and vote to recommend the Distance Education Handbook to the Academic Senate.

# The committee reviewed and voted to recommend the Distance Education Handbook to the Academic Senate: Edits to language, role of curriculum committee, and POCR.

# We are waiting to see if Starfish will be renewed, in which case language about that will be added next semester.

# Move to approve with amendment that Christine will add a paragraph to include student support program TimelyMD. We are waiting to see if Starfish will be renewed, in which case language about that will be added next semester.

**M/S/C Aye:** Maricel, Cathy, Erin, Terry

# Discussion Items (30 min)

# Faculty and staff feedback on the state of technology at NVC

# Faculty and staff will brainstorm educational technology needs and ideas.

# DTC meets next friday, that is another place to give feedback.

# Wifi was down this past Monday; this impacted on-campus instruction and on-campus access to online courses. The announcement was delayed. Announcements should go out right away so that faculty can pivot and make new plans asap. It seems that students are not being informed of outages. Faculty request a communication plan. People did not attend campus meetings on campus (such as Senate meeting) because they could not count on the ability to access their online courses from campus.

# Concerns about the amount of time it takes to power up campus devices, including 1631, were aired. Are all rooms getting regular updates?

# Options: advocate at DTC, communicate with OAA

# Faculty and staff feedback on DE-ETC trainings

# Faculty and staff will brainstorm training needs to propose to the Professional Learning Committee for flex day.

# Request for flex day trainings on: accessibility, copyright, regular and substantive contact, and Title 5.

# Future Item (2 min)

# 10.1 November and December committee meetings

# Members will discuss a Doodle Poll for committee workgroup meetings in November and December.

# Christine will send out a Doodle poll for workgroup meetings in November and December. Next voting meeting (DE-ETC) will be in January.

# 

# Adjournment

# M/S/C Aye: Maricel, Christine, Erin, Terry