



# Meeting Minutes

## DISTANCE EDUCATION COMMITTEE

A Committee of the Academic Senate at West Los Angeles College

### MINUTES

December 9, 2020 | 1:00 p.m. – 2:30 p.m. | Zoom

*1 of 3 pages*

Present: Eric Ichon, Ryan Edwards, Ana Figueroa, DeAnna Gossett, Alice Taylor, Linda Alexander, Sandra Ruiz, Nancy Brambilla

Absent: Jan Vanderpool,

Guest: Grace Chee

1. Welcome- E. Ichon/Ryan Edwards
2. Approval of Minutes from November 18, 2020 meeting- All Minutes were approved as amended.
3. POCR FIG Recommendations to DE Committee

DeAnna Gossett shared the recommendations from the Peer Online Course Review (POCR) FIG.

  - a. The FIG was convened to create a local POCR process that would be able to work with the CVC-OEI to review classes on the West L.A. campus. DeAnna Gossett and Ana Figueroa solicited faculty feedback from FIG members in creating the process. The application was submitted and approved. The West L.A. College local POCR team are reviewing the 1<sup>st</sup> 3 classes which will be submitted to the CVC-OEI for approval. Once the initial courses are approved, the local team will be responsible for continuing the POCR process. POCR FIG created a local POCR process for faculty including:
    - Sign up forms
    - Receiving information
    - Revising and submitting their classesIt includes steps that have been vetted through the FIG.

***The POCR FIG recommends that the DE Committee adopt the local POCR process above and present it to the Academic Senate as an informational item.***
  - b. The FIG is also asking for funding. There is a significant amount of time spent on the POCR process. There is a need for funding for faculty so that West can reach the goal of aligning 20% of online classes. The FIG recommends asking for funding through program review. In addition to helping faculty create a high-quality course, this process is important because it also affects enrollment; there is a possibility of enrollment increasing for the college because POCR approved courses appear at the top of list of the CVC-OEI exchange.

***The POCR FIG recommends that funding be requested in the Program Review to provide stipends for Reviewers & Reviewees in the amount of \$1000 for each course reviewed.***

Ryan Edwards suggested to include professional development flex time as another possible option..

Deanna Gossett explained that the FIG is requesting funding and reassigned time.

E. Ichon explained that there may be an issue with asking for both reassigned time and stipend because they do not equate. If funding is being requested, it can be in the form of a stipend.

Grace Chee agreed that it should be equal across the board, so perhaps a stipend could work. This was used in the Spring 2020 as Faculty facilitators received a \$1000 stipend or the option of flex hours. This is helpful to faculty who are short in flex hours.

Deanna Gossett explained that this recommendation only asks for funding.

Linda Alexander asked if there would be a time sheet necessary.

Grace Chee said that even with a stipend there usually is a time accounting necessary.

- c. The 3rd request is for accessibility work. The CVC-OEI has a section on accessibility. There is a huge learning curve for faculty working in this area.  
***The POOCR FIG recommends that funding be requested for an accessibility specialist at West L.A. College to assist faculty in making their courses accessible through Program Review.***

Ana Figueroa provided some background on accessibility needs in the POOCR process. It is a two-fold process. Both faculty undergoing review and reviewers need support for accessibility because it is part of the Rubric area D.

DeAnna Gossett reported that Diane Matsuno provided information via email. She said there are two colleges that have an accessibility specialist. We should look into how those campuses have procured funding.

D. Gossett further asked who is responsibility the accessibility now?

Eric Ichon explained that S. Kecken helps with captioning, but we don't have someone in that area as a primary role. He further explained that this role can be an instructional designer or accessibility specialist.

The DE Committee voted in favor of the recommendations.

Grace Chee voted as an alternate for Jan Vanderpool.

- d. DeAnna Gossett requested that DE Committee help the POOCR FIG by identifying resources.  
***The POOCR FIG recommends that sources of funding are identified that can aid in the continuation of the local POOCR process at West.***

D. Gossett explained that the FIG is making these recommendations to the DE Committee.

Ana Figueroa asked for clarification on how the recommendations are accepted. The POCR FIG is asking for DE Committee to accept the recommendations. What the DE Committee decides will then go on to Senate.

4. HonorLock Implementation Timetable-All

District wanted more faculty input. Now negotiating with Proctorio. It is still up in the air. Both contracts have been submitted but it is still not clear which program it will be.

Ana Figueroa asked for more clarity on the process of choosing the tool used for proctoring because she received an email from a faculty member asking this.

Eric Ichon explained that the DDEC makes the recommendation to the Chancellor's office. The Final recommendation is made by Ryan Corner, and then the Chancellor's office makes the ultimate recommendation to the Board of Trustees.

5. Meeting Dates for the Spring 1:30 p.m. – 3:00 p.m.

- Monday's February 22, 2021
- March 22, 2021
- April 26, 2021
- May 24, 2021

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**MISSION:** West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others. A West education enriches students with the knowledge and skills needed to earn certificates and undergraduate degrees, to transfer, to build careers, and to pursue life-long learning.

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**CHAIR**

Eric Ichon,  
Administrative  
Co-Chair  
Ana Figueroa,  
Faculty Co-Chair

**MEMBERS**

Linda Alexander,  
AFT Representative  
Nancy Brambila,  
Academic Senate Representative  
Ryan Edwards, Academic Senate  
Representative  
DeAnna Gossett,  
Academic Senate Representative  
Eric Ichon,  
Administrative  
Co-Chair  
Sandra Ruiz,  
AFT Representative  
Alice Taylor,  
AFT Representative  
Jan Vanderpool  
AFT Representative

**MEETING DATES**

9/16/20 from 1:00pm - 2:30pm  
10/21/20 from 3:00pm - 4:30pm  
11/18/20 from 3:00pm - 4:30pm

