



**DISTANCE EDUCATION ADVISORY COMMITTEE (DEAC) MEETING  
MINUTES** 

**Monday, April 24, 2023**

**2:30 – 4:00 pm**

**ZOOM**

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

<p><b>Meetings dates for the Spring 23:</b>  <del>Feb. 13<sup>th</sup> and 27<sup>th</sup></del>  <del>Mar. 13<sup>th</sup></del>  <del>Apr. 10<sup>th</sup> and 24<sup>th</sup></del>          May 8<sup>th</sup></p> <p style="text-align: right;">Meeting over Zoom, use this link to join us: <a href="https://cccd-edu.zoom.us/j/84099249642">https://cccd-edu.zoom.us/j/84099249642</a></p>
---

TOPIC	MINUTES
	Approval of the Minutes from April 24 <sup>th</sup> <i>Thanks, Joe!</i>
<b>Popetech Issues?</b>	Members shared their varying experiences with Popetech issues. Jodie mentioned that she heard about conspiracy thinking and it's making some people nervous, maybe so far as being targeted but it's not about that and we need to modify messaging. It's only about the report that we need to file every year. One of main objectives is to develop protocol for Fall. Members talked about more issues related to Heading.
<b>Natively Available?</b>	Tien explained the basic definition and nature of being "natively accessible." Linking out to YouTube for example, make sure captioning is active on the YouTube side. When a file is created using an iPhone, make sure it can be opened using your computer.  Jodie reminded all to take note of the difference between an alert and an error.
<b>Work Groups for Spring 23</b>	Members went into Breakout Rooms to report back in few minutes.
<b>DE Handbook Update and Upkeep</b>	<b>DE Handbook Update and Upkeep</b> Alana: Other colleges just linked to Title 5 for example but that's not really helpful, and some members agreed.

<p>Jorge, Franklin, Michelle, Alana, Paul, Rupa</p>	<p>Frank: The group agreed on starting from scratch, going with electronic book online. It would be better to use separate tabs for example for other topics like student resources. Frank might send out google form to get survey from everyone for more suggestions. Alana: We also need to consider different levels of policies: campus policies, district, state and fed policies.</p>
<p><b>Attrition and Retention</b> Annette P., Leslie B., Tien T, Evangelina, Justin</p>	<p>Tien said all their data is done and ready and will present them next time we convene.</p>
<p><b>Canvas Training Evaluation</b> Amy, Claudia, Krissy, Phuong, Guy, Reza</p>	<p>Amy: Their group is working on a competency-based quiz for new hire that might have taken level 1 training from another institution so they can test out of level 1.</p> <p>Final word: Keep gathering Popetech issues!</p>
<p>Next meeting: May 8<sup>th</sup>, Monday</p>	