# DE Advisory Group Summary

Time: 10am to 11am

8/30/2023

Location: Zoom

Members: Jaki King, Michelle Kimmel, Mike Everett, Lance Lockwood, TJ Naman, Rick Castillo, Jason Sim, Merari Weber, Jennie Beltran, Donna Khalid, Heather Arazi, Christina Axtell,

Guests: Tammy Cottrell, Marvin Gabut, Jennifer Hoeger

Meeting began at 10:02am

**Welcome**

Many new members were present, widely represented. Thank you all for your participation.

Jaki King shared the [DE Advisory Workgroup Agenda Parking Lot.docx](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/DE%20Advisory%20Group%20Mtg%20Agenda-Notes/DE%20Advisory%20Workgroup%20Agenda%20Parking%20Lot.docx?d=wabe6bcda96914adcb0349e4a07e35666&csf=1&web=1&e=qrWvTg) where all are welcome to add discussion or action items that we can then add to the agenda.

This is a faculty focused workgroup, and we encourage and welcome free and open dialogue.

**DE Addendum**

[DE Addendum Rubric FA23.docx](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/DE%20Addendum%20Reviews/DE%20Addendum%20Rubric%20FA23.docx?d=wea05642b9e8543c591098fa645ee3197&csf=1&web=1&e=X3FsBw) - for DE Addendum Reviewers to use

[DE Addendum Guidelines Final.docx](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/DE%20Addendum%20Reviews/DE%20Addendum%20Guidelines%20Final.docx?d=wee6857a4e02241d5a5838d67ec7d8a5f&csf=1&web=1&e=4jg4pn) - for Faculty to use while completing their curriculum DE Addendum

Call for reviewers. They will only be looking at the DE Addendum, nothing else.

All of the information resides on our DE Advisory Group teams' site, on the DE Addendum channel.

Merari informed the group that Donna Khalid will be assisting with SCE DE Addendums and TJ Naman and Michelle Kimmel let Jaki know that they will assist with the SAC DE Addendums.

More information, along with training materials and sessions will be forthcoming.

**Discussion from Marvin Gabut regarding OER/ZTC coding**

XB12 hasn’t been rolled out correctly. Please expect to work with the following definitions moving forward.

* XB12 Definitions

1. Section has no associated instructional material
2. Section uses only no-cost digital instructional material/Section uses only no-cost open educational resources
3. Section has instructional material costs none of which are passed on to students
4. Section has low instructional material costs (as defined locally)

* …And sometimes Y
* In this instance, often Y…
* Y - sections requiring purchase of a textbook or other instructional materials including those requiring purchase of an access code and all instances when a printed resources is required and not provided.
* Section does not meet low-cost or no-cost criteria.
* Unfortunately, where an additional definition was needed, the existing definition was changed
* Section uses only no-cost open educational resources
* Section uses only no-cost digital instructional material

**Overview/Updates:**

* OEI-CVC
  + We are currently at 99 “quality reviewed” courses with two about to be completed.
* POCR, “Quality-Reviewed” Norming Sessions
  + Planning on scheduling some local OEI-CVC Course Design Rubric norming sessions with the POCR Reviewers and anyone else who is interested.
* OTC and Pre-Req’s
  + The OTC and the Pre-Req's are being updated for clarity and comprehensiveness, as well as currency.
  + Distance Education will partner with SCE Faculty Coordinator Merari Weber and Jennifer Hoeger (Director of DE at SCE) to ensure non-credit collaboration and support.

Meeting was adjourned at 11:03am