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| **Agenda** | Faculty Course Review Committee | **Time** | 12-1pm |
| **Facilitator** | DEFC Jasmine Phillips | **Location** | VT 212A |
| **Date** | 9-24-19 | **Recorder** | DEFC Jasmine Phillips  |

| **Vision** |
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| Compton College will be the leading institution of student learning and success in higher education.  |
| **Mission** |
| Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.  |

| **ATTENDEES NAME:** |  | **ATTENDEES NAME:** |  | **ATTENDEES NAME:** |  | **ATTENDEES NAME:** |
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| Judy Crozier |  | Jasmine Phillips |  | Kent Schwitkis |  | Nikki Williams |

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| AGENDA:CALL TO ORDER* 1. 12:10pm

REVIEW: OF MINUTES* 1. not applicable

UPDATE ON PREVIOUS ITEMS* 1. not applicable

NEW DISCUSSION ITEMS* 1. The chair for the first two-year term for FCRC will be determined at the first DEAC meeting of the semester.
	2. Establish purview of FCRC: [Please access the repository for these documents.](https://compton.instructure.com/groups/14/pages)
1. Establish the local POCR process for Compton College
2. Establish the teaching online recertification process and the timeline for Compton College
3. Document recommendations for faculty teaching demonstrations
4. Uphold the standards of the online and hybrid educational experience at Compton College
5. Establish various workgroups to achieve the purpose of the FCRC
	1. [Establish a process for obtaining new or replacement POCR’s](https://docs.google.com/document/d/e/2PACX-1vTqDaWrhR5t6OvWCywsVKlaLA-nDrRCdYVNGxqY1vPUdce8IB65dyKU-j27Hi_MJHJtQnMTUdFWq_Dg/pub)
		1. Motion: Replace Malinni with Gayathri as a POCR on the FCRC.
		2. First: Kent
		3. Second: Nikki & Judy
			1. Motion is approved. DEFC will send email to Gayathri for a copy of her POCR certification and will forward her name to Dr. A to be paid.
	2. [Review FCRC Memo and POCR responsibilities](https://docs.google.com/document/d/1ZzZkpA1HYJIg5SgvcPJ_W_-mV22oXxIp23TsbdfhCqQ/view)
	3. [Discuss the review process](https://docs.google.com/document/d/1UShZfh_Cx9sctZb5uGmpSOegKu8FevoHlcIViIACTdw/view)
	4. Discuss review documents and resources
		1. [DE Canvas Competency Recommendation Form](https://docs.google.com/document/d/1xn4HalLjzSVD9dR4PGcuNmadN9NvGR3WUcVVJ32tobM/view)
		2. [DE Canvas Demonstration Resources](https://docs.google.com/document/d/1odlPkMjlClRbOSDlyTzhmr1qofaN8hd0QInMDhNu_0U/view)
		3. [CC DE Repository](https://compton.instructure.com/courses/361)

NEW ACTION ITEMS* 1. Reviews will happen for immediate faculty need asap for close start dates
		1. Judith Crozier-AS 60-Online-POCR=Nikki (Oct 10th)
		2. Naomi Castro-EDUC 201-Hybrid-POCR=Kendahl (Oct 1)
	2. All other reviews will happen accordingly from October-December
		1. DEFC will send out list accordingly.

OTHER ITEMS* 1. CourseEvalHQ Software purchase
	2. Recommend that the Chairs be POCR certified in order to:
		1. Ensure that they are trained for their job responsibilities of reviewing course shells
		2. Ensure that at least one person on their review committee, whether full time or adjunct understands the standard of online/hybrid education that is required
		3. Ensure that for on ground classes, that the standard for an accessible course shell is communicated
		4. Ensure that the process for Compton College to become a local POCR campus is being supported
	3. Action Item:
		1. Jasmine, Nikki and Judy will speak to Valerie about being POCR trained.
		2. Kent, Gayathri and Jasmine will speak with Don Roach about being POCR trained.
		3. Nikki, Judy and Jasmine will speak with Shirley at the Faculty Tenure Reception about being POCR trained.

FUTURE AGENDA ITEMS* 1. Reveal DEAC vote results for the chair of the FCRC
	2. Determine which courses should be sent to the CVC-OEI first
	3. Establish local POCR process
	4. Request to have Chairs and Deans to take POCR training

NEXT MEETING* 1. October 22, 2019
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| MEETING ADJOURNED:Time: 12:55pm |