**LOS MEDANOS COLLEGE**

**MINUTES**

**Purpose: Distance Education Committee Meeting**

**Location: CO-420 Date/Time: September 21, 2015 1:30 to 3:00 PM**

**Present**: Clayton Smith, Kim Wentworth, Kevin Horan, Courtney Diputado, Rikki Hall, Penny Wilkins, Haydee Lindgren, Maria Perrone, Matthew Stricker.

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|   | **Agenda Topic** | **Lead** | **Outcome** |
| 1 | Announcements | Penny | NYT database overview event – all are invited. LMC purchasing access to full NYT database features and content. |
| 2 | Approval of agenda and minutes | Penny | Motion to approve 8/31 minutes at next meeting.  |
| 3 | Meetings- ConferNow/Zoom | Penny | The consensus was that using ConferNow for future meetings could work.  |
| 4 | @One training for the new Online Education Initiative Rubric review (11/13) | Penny | Laurie Huffman is a co-presenter for the 11/13 @ONE event and she is seeking volunteers for the event from the DE committee. |
| 5 | Technology Training and Development Coordinator report. | Courtney | Overview of different Canvas cohorts first presented at DDEC and LMSWG meetings. The committee was in favor of cohort #2, which starts in April 2016. Canvas would run parallel with D2L until the D2L contract ends in SU17. The consensus was to make a cohort recommendation after the OEI/Canvas info session on 10/13.  |
| 6 | Canvas | Courtney | Further discussion about Canvas and the OEI/Canvas event on 10/13. The committee needs to approach the Academic Senate with a recommendation soon after the OEI/Canvas event.The committee determined that before the event, we need to provide faculty with an overview and the advantages of migrating to Canvas. |
| 7 | LMC Distance Education Strategic Plan- Next Steps | Penny | Strategic plan draft – move to agenda for next meeting. Update membership. The data in the strategic plan should be updated – it compares very different online vs. in person courses. The committee discussed items to accomplish this year: Create sistance education policy recommendations (and a sample plan) for degrees and certificationsAssist departments in developing DE plans.Get strategic about what is offered online. Identify GE pattern available fully online. Streamline hybrid course classroom schedulesThe DE Strategic Plan is not ready to be presented to the Academic Senate yet. |