

LOS MEDANOS  
COLLEGE

**Distance Education Advisory Committee**

**MINUTES**

Monday, March 12, 2020  
5:00 – 6:00 p.m., L-215 and online

Attendees: Sophia Ramirez, Roseanne Erwin, Nikki Moultrie, Louie Giambattista, Nicole Westbrook, Nancy Ybarra, Morgan Lynn, Joanna Miller, Veronica Turrigiano, Luis Zuniga, Jennifer Smith, Matt Stricker, Rikki Hall, Nicole Almassey, Susan Reno, Courtney Diputado, Jill Bouchard, and Sabrina Kwist

<i>Item #</i>	<i>Topic/Activity</i>	<i>Action(s) Taken</i>	<i>Handouts/Reference Materials<sup>◇</sup></i>
1.	<b>Welcome/Announcements</b>		
2.	Approval of agenda/ minutes/membership		
3.	<b>New Business</b>		
3a.	Student Services Recommendations <ul style="list-style-type: none"> <li>• Discussed using Cranium Café and Zoom for student services</li> </ul>		
3b.	Letters to Faculty <ul style="list-style-type: none"> <li>• DE coordinator will organize an example welcome letter and other resources for faculty assist with the transition to remote instruction</li> </ul>		
3c.	Trainings Friday and Next Week <ul style="list-style-type: none"> <li>• DE coordinator and DE Team will schedule drop-in trainings on campus and remotely through Zoom for Thursday – Tuesday, 3/12 - 3/17, with plans for additional dates as we receive more information on faculty needs.</li> </ul>		
3d.	New Brown Act allowances for Zoom meetings Future discussions- Concerns <ul style="list-style-type: none"> <li>• Discussed Governor Newsom’s new executive order regarding teleconferencing for Brown Act committees during the COVID 19 Pandemic</li> </ul>		<a href="#"><u>Brown Act Changes</u></a>
4.	<b>Wrap Up &amp; Next Steps</b>  Next Agenda items: <ul style="list-style-type: none"> <li>• Range language for hybrid courses.</li> </ul>		

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| <ul style="list-style-type: none"><li>• Charter document</li><li>• LMC adopt rubric and Best Practices discussion</li><li>• Position paper</li><li>• Procedure for Regular &amp; Effective Contact</li><li>• Addendum Supplement</li></ul> |  |  |
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**NEXT MEETING:** Monday, April 6<sup>th</sup>, 2:15 – 3:00 p.m. online

*Membership:*

Sophia Ramirez, Luis Zuniga, Laurie Huffman, Penny Wilkins, Courtney Diputado, Rachael Anicetti, Jill Bouchard, Rikki Hall, Susan Reno, Mathew Stricker, Nicole Westbrooke, Debra Wilson, Natalie Hannum, Nikki Moultrie, Roseanne Erwin, Veronica Turrigiano, Louie Giambattista, Jennifer Smith, and Morgan Lynn.