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| Item # | ***Topic/Activity*** | | ***Action(s) Taken*** | ***Handouts/Reference Materials****◊* |
|  | **Welcome/Announcements**   * Roll Call * Congratulations to DE Chair and committee for all their hard work during this time. | |  |  |
|  | **Old Business** | |  |  |
|  | 2a. | Policy Paper: Final review. | M/S S. Ramirez/L.Zuniga to approve Policy Paper. Approved by consensus. |  |
|  | **New Business** | |  |  |
|  | 3a. | Issue with equity rubric for distance education. DE will continue to advocate for equity and inclusion for DE rubric. |  |  |
|  | 3b. | Proposal for DE Roles and Responsibility: Submitted proposal, to management. Made-edits and took to cabinet and attaching load to each position. | Proposals will be sent to Academic Senate President |  |
|  | 3c. | Online Addendum approval, Tech Review: Three-member advisory committee composed of DE chair and other DE committee members.   * New online addendums will be given to tech review before it is passed to curriculum committee. * elumen will have a category where online addendums will be stored for the Tech Review Team * DE will be built in the approval process through elumen. Electronically, forward to tech review DE chair and coordinator will be represented. | Recommendation: One DE Committee Chair instead of Co-chairs leadership. Chair will also assist with approving new online supplements. |  |
|  | **Wrap Up & Next Steps**  Next Agenda items:  CVC OEI Grant Update  DE Chair and Co-Coordinator announcement  Review DVC’s Asynchronous & Synchronous Fully Online Instruction Document | |  |  |
|  | **NEXT MEETING:** Monday, April 20th, 2:15 – 3:00 p.m. | | | |

*Present: S. Ramirez, Luis Zuniga, Laurie Huffman, Morgan Lynn, Catt Wood, Rikki Hall, Penny Wilkins, Veronica Turrigiano, David Wahl,Louie Giambistista, Courtney Diputado, Sarah Stretch, Nicole Westbrook, Penny Wilkins and Natalie Hannum.*