

LOS MEDANOS
COLLEGE

Distance Education Advisory Committee

MINUTES

Monday, April 6, 2020

Online **Join Zoom Meeting**

<https://4cd.zoom.us/j/683613262>

Members: Sophia Ramirez, Luis Zuniga, Laurie Huffman, Penny Wilkins, Courtney Diputado, Rachel Anicetti, Jill Bouchard, Rikki Hall, Jennifer Smith, Nancy Ybarra, Susan Reno, Clayton Smith, Matt Stricker, Nicole Westbrook, Debbie Wilson, Sharlice Wright, Roseann Erwin, and Veronica Turrigiano

<i>Item #</i>	<i>Topic/Activity</i>	<i>Action(s) Taken</i>	<i>Handouts/Reference Materials[◇]</i>
1.	Welcome/Announcements <ul style="list-style-type: none"> • Roll Call • Online Addendum: DE representative reviewed 30 addendums. • DE addendum will be posted on DE and curriculum website. • ZoomBombs: Guidelines for how to configure meetings, recommend passwords. • 35 more seats available BEOI course. Union Contract: Extended deadline for online faculty to take PD for best practices for online teaching. 		
2.	Old Business		
	2a. Rough Draft of DE Policy: Sub-committee requested. Sophia will send out email to get interest.		DEAC Position Paper Draft
3.	New Business		
	3a. Proposal for DE next semester: Discussion for instructional designer faculty vs. staff position. Committee will send any corrections or updates to Laurie.		
	3b. Committee reviewed Transitioning to Remote Teaching: Self-Assessment Checklist. Document was sent by Dean Ybarra to faculty. Possible recommendation to move to badging for courses that are aligned with checklist. DE representative can cross reference the checklist with faculty's course and if it meets all criteria then the course will be badged.	Recommending Badging	
	3c. Summer courses and instruction: Labster and trainings for this tool will be available for faculty that offer laboratory. More information will come out regarding Labster soon. Discussed student survey to inquire about their experiences with going online. Furthermore, this survey will attend to capture why students have dropped their courses.	Recommended Global student survey	
4.	Wrap Up & Next Steps		

LOS MEDANOS
COLLEGE

Distance Education Advisory Committee

MINUTES

Monday, April 6, 2020

Online **Join Zoom Meeting**

<https://4cd.zoom.us/j/683613262>

Members: Sophia Ramirez, Luis Zuniga, Laurie Huffman, Penny Wilkins, Courtney Diputado, Rachel Anicetti, Jill Bouchard, Rikki Hall, Jennifer Smith, Nancy Ybarra, Susan Reno, Clayton Smith, Matt Stricker, Nicole Westbrook, Debbie Wilson, Sharlice Wright, Roseann Erwin, and Veronica Turrigiano

	Next Agenda items: Policy Paper for Vote		
NEXT MEETING: Monday, April 20 th , 2:15 – 3:00 p.m.			

Present: S. Ramirez, Luis Zuniga, Laurie Huffman, Penny Wilkins, Veronica Turrigiano, David Wahl, Weston Hopkins, Rikki Hall, Matthew Stricker, Louie Giambistista, Catt Wood, Sarah Stretch, Pablo McConico, Cindy McGrath, Morgan Lynn, Janeth, Ron Smith (LMC student), Chialin Hsieh, Nicole Westbrook,