

LOS MEDANOS
COLLEGE

Distance Education Advisory Committee

MINUTES

Monday, March 9, 2020
2:15 – 3:00 p.m., L-215 and online

Attendees: Sophia Ramirez, Nikki Moultrie , Louie Giambasti, Nicole Westbrooke, Nancy Ybarra, Morgan Lynn, Joanna Miller, Veronica Turrigiano, Luis Zuniga, Jennifer Smith, Matt Stricker, Rikki Hall, Susan Reno, Courtney Diputado, and Jill Bouchard,

<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"> • Crab Feed tickets are still available. • Canvas feature update: Option to remove the course summary for the syllabus page. Goes live on 3/21 in Canvas production site. 		
2.	Old Business		
	2a. Rough Draft of DE Position Paper: Forward a meeting invite to help with the position paper. Jennifer Smith, Laurie, Luis and Sophia to discuss member list and to meet quorum. Jennifer volunteered to help with position paper draft.		Position Paper is located on DE website
	2b. Dean Ybarra mentioned that there needs to be a plan for remote instruction if there is a campus closure. Issues: How to we accommodate students that have no way to access technology? Chancellors’ cabinet will provide directions on what we communicate with the group. If campus closes, what can DE team do to deploy training opportunities very quickly? Remote delivery instructions. Wording is important: avoid the impression that they are approved to teach online. Series of small trainings or Courtney create training videos, 4-5 minutes max. Encourage instructors to post syllabus at minimum. CANVAS mobile app to download. 100 people can be in a zoom meeting. 3CD media would caption.		
3.	New Business		
	3a. Online Teaching Conference: Pasadena June 17-19 th Courtney will know more about funding.		
	3b. Brown Act: Send email to Luis 72 hr in advance RSVP so I can add address to agenda. Teleconference locations need agenda posted on front door of office/home. Cannot join by Zoom if in a moving location (BART, car, etc.)		

LOS MEDANOS
COLLEGE

Distance Education Advisory Committee

MINUTES

Monday, March 9, 2020
2:15 – 3:00 p.m., L-215 and online

Attendees: Sophia Ramirez, Nikki Moultrie , Louie Giambasti, Nicole Westbrooke, Nancy Ybarra, Morgan Lynn, Joanna Miller, Veronica Turrigiano, Luis Zuniga, Jennifer Smith, Matt Stricker, Rikki Hall, Susan Reno, Courtney Diputado, and Jill Bouchard,

	3c.	<p>Standard hybrid course schedule: Idea came up 4 years ago. There is no standard for hybrid courses. Instructor can pick or choose the percentage. Limited classroom space. Should we continue to explore recommending a standardized hybrid course schedule? Should we bring this up to SEM? Draft standard.</p>		
4.		<p>Wrap Up & Next Steps</p> <p>Next Agenda items:</p> <ul style="list-style-type: none"> • Range language for hybrid courses. • Charter document • LMC adopt rubric and Best Practices discussion • Position paper • Procedure for Regular & Effective Contact • Addendum Supplement 		
<p>NEXT MEETING: Monday, April 6, 2:15 – 3:00 p.m. online</p>				