

Distance Education Advisory Committee

MINUTES

Monday, February 10, 2020
2:15 – 3:00 p.m., L-215 and online

Attendees: Sophia Ramirez, Penny Wilkins, Luis Zuniga, Matt Stricker, Rikki Hall, Susan Reno, Laurie Huffman, Courtney Diputado, 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"> • New Canvas Features Update • Online Counseling • New item: Remove DEAC from Academic Senate 			BETA: setting for new Canvas features: Personal Pronouns, Direct Share, final grade override, Assignment enhancements. Feb 28 th highlight on online counseling all student services meeting.
2.	Old Business			
	2a.	Rough Draft of DE Policy: 1 st review of paper. Comments to include distance education charter and fold it in the position paper. Needs mission statement. We are not a policy-making body, we only make recommendations.	Poll was taken of committee and DE committee wants to move away from Academic Senate and not be considered Brown Act committee. Laurie will work on position paper and bring it back for second reading and approval. Luis will discuss our plans to senate. One position paper only.	DEAC Position Paper Draft
3.	New Business			
	3a.	<ul style="list-style-type: none"> • Overflow of online enrollments, process for adding/waitlisting/responding. Waitlist policy is on the LMC website. Waitlists are closed the day the semester starts if the course is a semester-length course. Department can choose to not have a waitlist in class.		
	3b.	DE website. Please review the handout.		DE Website Outline

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	3c.			
4.	Wrap Up & Next Steps Next Agenda items: <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			
NEXT MEETING: Monday, March 2nd, 2:15 – 3:00 p.m in L-215 or online				

Present: S. Ramirez, Luis Zuniga, Rikki Hall, Maria Perrone, Courtney Diputado, Laurie Huffman, Penny, Jennifer, Nancy Ybarra