**Los Medanos College—Distance Education Committee—Agenda**

**Topic: DE Meeting November 18thh, 2024**

**Time: 2:00 pm-3pm PM Pacific Time (US and Canada) Join Zoom Meeting**

Join Zoom Meeting

https://4cd.zoom.us/j/6763100320?omn=85896478511

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| **Date** | **Time** | **Zoom** |
| 11/18/2024  DE Committee  Meets 1st and 3rd Mondays  Fall 2024 | 2:00- 3:00 pm  Pittsburg L-105, BRNT  RM 125  Zoom | Topic: DE Meeting November 18th, 2024  Time: 02:00 PM Pacific Time (US and Canada)  Join Zoom Meeting  https://4cd.zoom.us/j/6763100320?omn=85896478511 |

**Meeting Dates:**

*September 16th, Pittsburg, L-105 Sara and Laurie present*

*October 7th, Pittsburg L-105 Sara, present Brentwood 125, Laurie present*

*October 21st, Pittsburg L-105, Sara present, Brentwood 125, Committee*

November 4th, Pittsburg L-105 Sara and Laurie present, Brentwood 125, Committee

**November 18th Pittsburg L-105 Laurie present, Pittsburg L-105 Committee both campuses**

**December 2nd, Pittsburg L-105 Sara and Laurie present, Brentwood 125, Committee**

**Members:** Sara Toruño- Conley, Laurie Huffman, DE Co-Chairs, English and World Languages, Penny Wilkins, Business. Courtney Diputado, Technology Training & Development Coordinator, Services, Dean Matthew Muterspaugh, Dean, Rikki Hall, Admissions & Records, Katie Berryhill, Astronomy, Roseann Erwin, Librarian, Ozlem Guclu, Math, Marie Kauffman, Speech, Benaz (Boe) Mendewala, Cindy McGrath, Journalism, Caitlin Mitchell, Aprill Nogarr, English, Maria Perrone, Matt Stricker, Math, Nicole Westbrook, Counseling, Joan Williams, World Languages – Support Leadership: Ryan Pederson, Adrianna Simone, Academic Senate Co-President, Ginny Richards, DSPS, George Olgin English

***Outcomes****: A—Action; D—Discussion; I—Information*

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| **#** | **Topic/Activity** | **Lead** | **Outcome** | **Time** |
| **1** | *Call to Order* | L. Huffman | A | 2 pm |
| **2** | *Announcements and Public Comments* | L Huffman | I, D | 8 minutes |
| **3** | *Approve Minutes, October 7th, Nov.4th* | L Huffman | I, A | 5  minutes |
| **4** | *Review and approval of Agenda* | L. Huffman | I, D, A | 2 minutes |
| **5** | **Contract Language UF Informational Update** | L. Huffman | I, D | 10 minutes |
| **6** | **NEW in Canvas!**  **Using AI in your Canvas Course Room,** | Courtney | I, D | 20  Minutes |
| **7** | **Sample AI use in current LMC courses**  **Updates on new AI Committee** | Ozlen  Roesann | I, D | 10 Minutes |
| **8** | *Q/A and Adjournment* | L Huffman |  | 3:00pm |

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Laurie Huffman is inviting you to a scheduled Zoom meeting.

Topic: DE Meeting

Time: Nov 18, 2024 02:00-3pm PM Pacific Time (US and Canada)

Join Zoom Meeting

https://4cd.zoom.us/j/6763100320?omn=85896478511

Meeting ID: 676 310 0320

One tap mobile

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Dial by your location

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• +1 669 900 6833 US (San Jose)