# Distance Education (DE) Committee Agenda

Monday, Oct 20th 2025

2:00-3:00pm

**Locations:** Pittsburg, SS4-409; Brentwood, RM 125

**Zoom:** <https://4cd.zoom.us/j/2306778562?omn=84148433975&from=addon>

Members: Erlinda Jones (Child Development), Sara Toruno-Conley (English), Benaz Mendewala (Physical Sciences, Astronomy), Cindy McGrath (Communication, Journalism), Maria Perrone (Math)--BRT, Nina Ghiselli (Counseling)--BRT, Michelle Mack (Counseling), Marie Arcidiacono (Speech)

Non-Voting Members and/or Guests: Courtney Diputado (Technology Training & Development Coordinator), Rikki Hall (Admissions & Records), Matthew Muterspaugh (Distance Education), Lyssa Shabusheva (Office of Instruction, notetaker), Penny Wilkins (Business, DE Specialist), Roseanne Erwin (Librarian), Joan Williams (World Languages), Nina Ghiselli (Counseling), George Olgin (English), Caitlin Mitchell (English), Laurie Huffman (World Languages), Aprill Nogarr (English), Marie Kauffman (Communication, Speech), Jill Bouchard (Biology), Matt Stricker (Math)--BRT

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| **#** | **Topic/Activity** | **Lead** | **Outcome** | **Time** |
| **1** | **Call to Order** | Sara and Erlinda | A | 2pm |
| **2** | **Announcements and Public Comments** | Sara and Erlinda | I, D | 5 minutes |
| **3** | **Review and approval of Agenda** | Sara and Erlinda | I, D, A | 5 minutes |
| **4** | **Review and approval of Minutes** | Sara and Erlinda | I, D, A | 5 minutes |
| **5** | **DE Updates**   * Canvas Integration Request Form live on the [DE Website](https://www.losmedanos.edu/distanceeducation/forms.aspx) | Sara and Erlinda | I, D | 7 minutes |
| **6** | **Canvas Integration Request Evaluation Process**   * [Creating a process](https://email4cd-my.sharepoint.com/:w:/g/personal/storuno453_email_4cd_edu/EZAd9Kf5bmZOgWY_6WBx9hUBNJySnva7OUCfjXXBHJ-rnQ?e=CtEgv1) | Sara | I, D | 15  minutes |
| **8** | **The DE Position Paper**   * [Updated Draft](https://email4cd-my.sharepoint.com/:w:/g/personal/storuno453_email_4cd_edu/EQpESrWcR7xPrsKE3RQcBboBRaXTodUPyjPnX17e61B_AQ?e=zOfsfT) | Erlinda | I, D, A | 10 minutes |
| **7** | **LMC AI Policy**   * Context (AI Task Team, 4CD Policy, and Academic Senate) * Review draft policies * Whose purview is this? * Add to Position Paper? | Moots, Sara and Erlinda | I, D | 10 |
| **9** | **Future Agenda Items** | Sara and Erlinda | D | 3 minutes |
| **10** | **Adjournment** | Sara and Erlinda | A | 3pm |