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

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| **Date** | **Time** | **Zoom** |
| 02/05/2024 | 2:00 pm – 3:00 pm live  Pittsburg L-205, BRNT 125 | Https://4cd.zoom.us/j/6763100320?omn=88027553426 |

**Members:** Laurie Huffman, DE Coordinator, World Languages, Penny Wilkins, Business, Courtney Diputado, Technology Training & Development Coordinator, Aprill Nogarr, Dean, Rikki Hall, Manager, Admissions & Records, Joshua Bearden, History, Katie Berryhill, Astronomy, Sara Toruno—Conley, English, Roseanne Erwin, Librarian, Ozlem Guclu, Math, Marie Kauffman, Speech, Cindy McGrath, Journalism, Caitlin Mitchell, Matt Stricker, Math, Nicole Westbrook, Counseling, Joan Williams, World Languages

**Meeting Dates:** 02/05/2024, 02/26/, 03/04, 03/25,04/01, 04/22, 05/06

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| **#** | **Topic/Activity** | **Lead** | **Outcome** | **Time** |
| **1** | *Call to Order* | L. Huffman |  | 1 minute |
| **2** | *Announcements and Public Comments* | L Huffman | I, D, | 5 minutes |
| **3** | *Approve Previous Minutes (N/A)* | L Huffman |  |  |
| **4** | *Approve Agenda* | L. Huffman | I, D, A | 1 minute |
| **5** | **Committee Membership Finalization**• Discussion related to general and voting membership per Policy Paper | L. Huffman | I, D, A | 10 minutes |
| **6** | **Policy Paper**  • Discussion /Feedback on 1st Draft of Policy Paper | Penny W. L Huffman | I, D, A | 15 Minutes |
| **7** | **DE Coordinator and DDEC Updates** | L. Huffman, A A Nogarr | I, D, | 15 Minutes |
| **8** | *Adjournment* | L Huffman | I, D, A | 1 Minute |

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

Laurie Huffman is inviting you to a scheduled Zoom meeting.

Topic: DE Meeting 02/05/2024

Time: Feb 5, 2024 02:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

https://4cd.zoom.us/j/6763100320?omn=88027553426

Meeting ID: 676 310 0320

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+16699006833,,6763100320# US (San Jose)

Dial by your location

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

• +1 305 224 1968 US

Meeting ID: 676 310 0320