# Distance Education (DE) Committee Agenda

Monday, Oct 6th 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**   * BEOI and RSI Courses start on October 6 * UDOIT video series added to DE website * Rebadging coming soon (using revised POCR Rubric) * 4CD RSI Internal Review | Sara and Erlinda | I, D | 7 minutes |
| **6** | **The DE Position Paper**   * Headings: [Updated Draft](https://email4cd-my.sharepoint.com/:w:/g/personal/storuno453_email_4cd_edu/EQpESrWcR7xPrsKE3RQcBboBRaXTodUPyjPnX17e61B_AQ?e=zOfsfT) | Erlinda | I, D, A | 20 minutes |
| **7** | **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** | **Future Agenda Items** | Sara and Erlinda | D | 3 minutes |
| **9** | **Adjournment** | Sara and Erlinda | A | 3pm |