# Distance Education (DE) Committee Agenda

Monday, Sept. 15th 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** * UDOIT Video Trainings (to be added to DE Canvas shell)
* 4CD RSI Course—Promote to your department
* DE Website(Updates needed)
 | Sara and Erlinda |  | 7 minutes |
| **6** | **RAP Proposals*** New POMP RAP
* Other RAP Proposals
 | Sara  | I, A | 15 minutes  |
| **7** | **Updating the Position Paper*** Suggested revisions
 | Erlinda  | I, D | 20 minutes |
| **8** | **Future Agenda Items*** Canvas Integration Request Process
 | Sara and Erlinda | D | 3 minutes |
| **9** | **Adjournment**  | Sara and Erlinda | A | 3pm |