**Los Medanos College Distance Education Committee**

**September 21st, 2020 Agenda**

**Online Via Zoom (see info below for login)**

**Members:** Joshua Bearden, Chair; Aprill Nogarr, DE Coordinator; Sophia Ramirez; Luis Zuniga; Laurie Huffman; Penny Wilkins; Courtney Diputado; Rachael Anicetti; Rikki Hall; Natalie Hannum; Susan Reno; Nicole Westbrook; Sharlice Wright; Veronica Turrigiano;

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| Item # | Topic/Activity | Lead | Outcome (Info, Discussion, Action) | Time |
| 1 | Call to Order | J. Bearden |  | 1 minute |
| 2 | Announcements and Public Comments | J. Bearden | I | 1 minutes |
| 3 | Approve Agenda | J. Bearden | A | 1 minute |
| 4 | DDEC Reports | J.Bearden/Aprill Nogarr | I | 5 minutes |
| 5 | **Meeting Days/Times**  The committee will discuss the possibility of adjusting the day/time of the meeting to allow for greater participation. The committee will also review the length/frequency of meetings to ensure there is enough time to complete business. | J. Bearden | D | 5 minutes |
| 6 | **Cooperative Work Experience**  The committee will discuss the online addendum as it relates to cooperative work experience classes. Possible amendments to the addendum will be discussed as well as the possibility of developing a separate addendum for cooperative work experience classes. | R. Anicetti | D | 5 Minutes |
| 7 | **DE Strategic Planning- First Read**  The committee will create a list of strategic goals that will align with SEM, EMP, and 4CD DE Plan. | J. Bearden | D | 10 minutes |
| 8 | **CVC/OEI Rubric and Peralta Equity Rubric- First Read**  The committee will discuss the possibility of adapting these rubrics for local LMC use. | J. Bearden/A. Nogarr | D | 10 Minutes |
| 9 | **Online Proctoring Software Policy**  The committee will discuss the possibility of developing a policy for use of online proctoring software. | S. Reno | D | 5 Minutes |
| 10 | **Professional Development Needs**  The committee will discuss the current professional development needs.  The committee will also discuss developing “department” leads for professional development. | J. Bearden/A. Nogarr | D | 5 Minutes |
| 11 | **Canvas Needs**  The committee will discuss any needs related to Canvas LMS, including possible student orientation module and updates. | S. Reno/V. Turrigiano | D | 5 Minutes |
|  | Adjournment- 2:45 pm |  |  |  |

A-Action; D- Discussion; I- Information

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