**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

Join Zoom Meeting
<https://4cd.zoom.us/j/92892920735?pwd=aGVlVlNWWHVoMnArSWdQTkR0dW5vUT09>

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