

## Los Medanos College—Distance Education Committee—Agenda

Date	Time	Zoom
9/20/21	12:30 pm – 2:00 pm	<a href="https://4cd.zoom.us/my/scott4cd">https://4cd.zoom.us/my/scott4cd</a>

**Members:** Scott Hubbard, Chair; Janith Norman; Penny Wilkins; Nicole Almassey; Rachel Anicetti; Rikki Hall; Natalie Hannum; Nicole Westbrook; Sharlice Wright; Veronica Turrigiano; Matt Stricker; Aprill Nogarr  
 All present except: Rachel, Nicole W.

#	Topic/Activity	Lead	Outcome	Time
1	<i>Call to Order</i>	S. Hubbard		1 minute
2	<i>Announcements and Public Comments</i>	S. Hubbard	I, D, A	1 minute
	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>• Welcome Janith as the DE Coordinator for this academic year.</li> <li>• Welcome Nicole as tech trainer this semester while Courtney is on leave.</li> <li>• Tech ticket for faculty requests will be moved to an easier spot as a tile on InSite</li> <li>• Scott will send out a FindTime poll for future meeting days/times</li> <li>• Rikki mentioned that she and Rachel can tag-team or switch to go to meetings, depending on the day and time.</li> <li>• Sharlice said the same thing for her and Nicole W. as the counseling reps.</li> </ul>			
3	<i>Approve Agenda</i>	S. Hubbard	I, D, A	1 minute
	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>• Janith N. motioned, Nicole A. seconded, to approve agenda. All approved</li> </ul>			
4	<p><b>DDEC Report</b></p> <ul style="list-style-type: none"> <li>• Canvas combine sections issues (see <a href="#">Kat email</a>)</li> <li>• There's a PlayPosit pilot that we could collaborate with CCC on</li> <li>• DDEC strategic planning meeting at the DO on October 15 from 9 am to 1 pm</li> <li>• Districtwide workgroups (<a href="#">online sign-up document link</a>)</li> </ul>	S. Hubbard/A. Nogarr	I, D, A	30 minutes
	<p><b>Minutes:</b></p> <p><b>Combine sections:</b></p> <ul style="list-style-type: none"> <li>• Penny mentioned most other colleges don't allow it (FERPA)</li> <li>• Nicole will try to see how many combined sections there are</li> <li>• We'll then look to send out a survey and help those who won't be able to use it going forward</li> </ul> <p><b>Playposit:</b></p> <ul style="list-style-type: none"> <li>• Scott and Janith will reach out to Maritez at next DDEC meeting</li> <li>• Aprill shared that it's free for the foreseeable future from the state chancellor's office TechConnect. Canvas Studio is only guaranteed from our District until summer 2022.</li> </ul>			
5	<b>Equity Rubric Update</b>	S. Hubbard/J. Norman	I, D, A	20 Minutes

	<ul style="list-style-type: none"> <li>• Get feedback and update on where it's at</li> <li>• Next steps</li> <li>• Districtwide adoption discussion at DDEC</li> <li>• How it works with POMP and the Exchange courses</li> </ul>			
	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>• We discussed its history and how it got presented to Senate.</li> <li>• Janith mentioned she lost the soft copy, but Rikki mentioned it might be on a SharePoint</li> <li>• POMP courses don't yet have to align their courses to the LMC equity rubric.</li> <li>• Aprill and Janith will work on implementing that this semester</li> <li>• Scott and Janith will work with DDEC on how a District-wide effort will work. Janith mentioned that we should bring it back to Senate in Oct/Nov.</li> <li>• Committee shared the following ideas to implement the rubric in our courses: Include in new faculty orientation Share on a Monday meeting Add to new faculty handbook</li> </ul>			
<b>6</b>	<p><b>Updated Strategic Plan</b></p> <ul style="list-style-type: none"> <li>• The committee will receive an update about the DE strategic plan.</li> <li>• Give feedback and next steps</li> </ul>	A. Nogarr	I, D, A	20 Minutes
	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>• Aprill detailed the history and timeline of the work on our DE strategic plan.</li> <li>• Feedback from DDEC that got added was to add specific dates for deliverables.</li> <li>• The goals have been coded as to do, in progress, or completed.</li> <li>• Committee looked at the draft DE strategic plan that is going to SEM tomorrow.</li> <li>• Penny mentioned about how to get students to better trained as online students Could we incentivize students to do that? Points? 0.5 credit unit course? Badges?</li> <li>• Aprill mentioned that there are two online self-paced Canvas shells for students on the online resources page right now.</li> </ul>			
<b>7</b>	<p><b>Committee Goals, Actions, and Plans for this Academic Year</b></p> <ul style="list-style-type: none"> <li>• Committee will discuss and develop what we want to work on for the year</li> </ul>	S. Hubbard	I, D, A	10 Minutes
	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>• Penny mentioned to tie our strategic plans/goals to accreditation report</li> <li>• Nicole mentioned that DE needs should be voiced at SEM. Janith said she's attending it now as our DE Coordinator.</li> <li>• Scott mentioned that a goal we can have is to help the college decide what % of courses should be online vs. F2F (after Covid).</li> <li>• Penny and Sharlice mentioned that their departments are sending out surveys to students about that.</li> <li>• Penny mentioned that for Business courses, the students love online.</li> <li>• Sharlice mentioned that for students who like online, they don't want to go back to in-person for many of their courses. But, there are students who don't want online, too.</li> </ul>			

	• Aprill and Janith mentioned that working on our exchange courses should be a priority.			
<b>8</b>	<i>Adjournment</i>	S. Hubbard	I, D, A	1 Minute
	<b>Minutes:</b> Adjourned at 1:58 pm. Next meeting is October 4, time will be finalized by the FindTime poll that Scott will send out.			

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

Scott Hubbard is inviting you to a scheduled Zoom meeting.

Topic: Scott Hubbard's Personal Meeting Room

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