

Los Medanos College—Distance Education Committee—Agenda

Date	Time	Zoom
11/15/21	2:00 pm – 3:00 pm	https://4cd.zoom.us/my/scott4cd

Members: Scott Hubbard, Chair; Janith Norman (absent); Penny Wilkins; Nicole Almassey; Rachel Anicetti; Rikki Hall; Natalie Hannum (absent); Nicole Westbrook; Sharlice Wright; Veronica Turrigiano (absent); Matt Stricker; Aprill Nogarr

Meeting Dates: 9/20, 10/4, 10/18, 11/1, 11/15, 12/6

#	Topic/Activity	Lead	Outcome	Time
1	<i>Call to Order</i>	S. Hubbard		1 minute
2	<i>Announcements and Public Comments</i> • Canvas name change code guide	S. Hubbard	I, D, A	1 minute
3	<i>Approve Minutes (Matt motioned, Rachel seconded; approved unanimously)</i>	S. Hubbard	I, D, A	1 minute
4	<i>Approve Agenda (Nicole motioned, Sharlice seconded; approved unanimously)</i>	S. Hubbard	I, D, A	1 minute
5	Curriculum Committee Request — Updating the Online Addendum Form • Morgan has requested us to discuss whether we should remove the “emergency box” on the online addendum form	S. Hubbard	I, D, A	20 minutes
	Minutes: • We recommend removing the emergency only box from the Online Addendum form. • Penny motioned, Matt seconded. Approved unanimously.			
6	DDEC Update — Possibility of Removing the Option for Combined Sections on Canvas • There has been quite a bit of discussion at DDEC about removing the option for faculty to combine sections of the same course on Canvas. • We should discuss the pros, cons, and next steps.	S. Hubbard, N. Almassey	I, D, A	15 Minutes
	Minutes: • Scott and Nicole shared what’s been developing at the District. There are concerns about violating FERPA rather easily with a combined section. Also, the District IT admin who can do the combining of sections is retiring. Local Canvas admins don’t have the ability to combine. • Timeline is this: we’ll still be able to do it for spring 2022, but after that, it’s looking like we won’t be able to do it going forward. There might be a manual way to combine sections, but we’ll have to figure out the details and see if it can be done locally. • All DE Committee members agreed that it wasn’t something to be too worried about, and while it is inconvenient if you’re used to having a combined section, that it’s not too much extra work to send multiple announcements, emails to students, etc. • Scott requested that committee members take it back to their departments and colleagues, and refer anyone who wants to talk about it more to him.			

7	Planning Committee — Go Over Employee Engagement Survey Results • Planning Committee requests us to go over the survey results and give any feedback and big takeaways.	S. Hubbard	I, D, A	15 Minutes
	Minutes: • Some of our takeaways included: We should focus on bigger picture goals as a committee, not get caught in the weeds about laptops not working, etc. • Tech needs on campus, especially wi-fi, have been identified and also sent on to the District through DDEC. • Issues like amounts and what kinds of courses that should be taught online (after the pandemic is over) have been a focus of work over the last two years, including through the CTE grant, and our Consortium work. It's also part of our DE Strategic Plan for continued work over the next year or two.			
8	DE Coordinator Update • Janith will give us an update on any issues she would like.	J. Norman	I, D, A	10 Minutes
	Minutes: • Tabled for next time.			
9	<i>Adjournment</i>	S. Hubbard	I, D, A	1 Minute

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



Scott Hubbard is inviting you to a scheduled Zoom meeting.

Topic: Scott Hubbard's Personal Meeting Room

Join Zoom Meeting

<https://4cd.zoom.us/j/2049642862>

Meeting ID: 204 964 2862

One tap mobile

+16699006833,,2049642862# US (San Jose)

+12532158782,,2049642862# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 204 964 2862

Find your local number: <https://4cd.zoom.us/u/anDpaznhK>