

## Los Medanos College—Distance Education Committee—Agenda

Date	Time	Zoom
03/07/22	2:00 pm – 3:00 pm	<a href="https://4cd.zoom.us/my/scott4cd" style="color: blue; text-decoration: underline;">https://4cd.zoom.us/my/scott4cd</a>

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

**Meeting Dates:** ~~2/7~~, ~~3/7~~, 3/21, 4/4, 4/18, 5/2, 5/16

#	Topic/Activity	Lead	Outcome	Time
<b>1</b>	<i>Call to Order</i>	S. Hubbard		1 minute
<b>2</b>	<i>Announcements and Public Comments</i>	S. Hubbard	I, D, A	1 minute
<b>3</b>	<i>Approve Minutes (<a href="#">draft here</a>)</i> (Motion: Veronica: Second: Rikki; passes unanimously, except Janith who abstained)	S. Hubbard	I, D, A	1 minute
<b>4</b>	<i>Approve Agenda</i> (Motion: Penny; Second: Veronica; passes unanimously)	S. Hubbard	I, D, A	1 minute
<b>5</b>	<b>DSPS and Online Courses</b> • We will discuss best practices and ways to support DSPS students in online courses.	J. Norman, H. Lindgren	I, D, A	15 minutes
	<b>Minutes:</b> • Scribes, coaches, interpreters, transcribers don't have access to Canvas • Chromebook doesn't have access to all software that students need. Veronica asked for a list of apps that don't work, to avoid using them in courses. • Some students have trouble when assignments need multiple sites, apps, actions to submit (like the CORE). • Courtney and Scott will help Haydee and a specific student issue after the meeting.			
<b>6</b>	<b>EMP Portion Due by April 1</b> • Cabinet and Planning Committee has asked us to contribute to the first two sections of the EMP on eLumen, as relating to Distance Education. • "Contributors enter the objective(s) for their respective committee, group, and/or initiative (including Output & Outcomes); and successfully aligned each objective with an LMC EMP 2020-2025 goal or objective." <a href="#">Contributor guide PDF link</a> • We can view and contribute on the <a href="#">EMP on eLumen</a>	S. Hubbard	I, D, A	15 Minutes
	<b>Minutes:</b> • Aprill, Scott, Courtney, and Janith work on these between meetings. Will bring back to the group before entering in eLumen.			
<b>7</b>	<b>Updating OA form in eLumen</b> • Curriculum committee has asked us to consider updating the online addendum again in eLumen, to move away from a separate form. • We can look at a DVC example ( <a href="#">link here</a> )	S. Hubbard	I, D, A	15 Minutes

	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>• Penny provided feedback about the work and research that she and Nikki and others did over the last few years in creating our current online addendum.</li> <li>• She mentioned that we have more than necessary, per Title V, but that it's very helpful for COR design and department's needs (such as ensuring online learning is consistent across instructors, and that it's broken down by SLO).</li> <li>• Rachel suggested trying Dynamic Forms, as we've been able to use that a lot more since the pandemic.</li> <li>• Scott will continue the conversation with Morgan and Curriculum. Perhaps we can aim to replicate our current form in eLumen.</li> </ul>			
8	<p><b>DDEC Items Requesting Feedback</b></p> <ul style="list-style-type: none"> <li>• District DE Strategic Education Plan Feedback (<a href="#">draft here</a>)   <a href="#">Canvas shell</a></li> <li>• <a href="#">Districtwide Guidance on Determining Online Attendance</a> (draft) — feedback desired</li> <li>• Merging course shells — any feedback for DDEC?</li> </ul>	S. Hubbard	I, D, A	15 Minutes
	<p><b>Minutes:</b></p> <ul style="list-style-type: none"> <li>• We'll formally approve it at a future DE Committee meeting.</li> <li>• We have given our feedback and comments.</li> </ul>			
9	Adjournment	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

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