

Los Medanos College—Distance Education Committee—Agenda

Date	Time	Zoom
3/21/22	2:00 pm – 3:00 pm	https://4cd.zoom.us/my/scott4cd

Members: Scott Hubbard, Chair; Janith Norman; Penny Wilkins; Nicole Almassey; Courtney Diputado; Rachel Anicetti; Rikki Hall (absent; Michael Simpson there as her alternate); Nicole Westbrook (absent); Sharlice Wright (absent); Veronica Turrigiano; Matt Stricker; Aprill Nogarr

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

#	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
3	<i>Approve Minutes</i> (Link to 3/7 minutes) Motion: Penny, Second: Veronica; passes unanimously	S. Hubbard	I, D, A	1 minute
4	<i>Approve Agenda</i> Motion: Matt, Second: Janith; passes unanimously	S. Hubbard	I, D, A	1 minute
5	EMP Goals <ul style="list-style-type: none"> Aprill, Janith, Courtney, and Scott wrote a draft (link here) We'll give feedback and then enter it into eLumen. 	S. Hubbard	I, D, A	30 minutes
	Minutes: <ul style="list-style-type: none"> We agreed that the draft was a good report to enter into eLumen. Nicole suggested that we add about BEHI, as well, which was entered into the report. We approved it as our entry into eLumen for the EMP regarding the DE Committee. Motion: Penny, Second: Courtney; passes unanimously 			
6	Approval of District Distance Education Strategic Plan <ul style="list-style-type: none"> District DE Strategic Education Plan Feedback (draft here) Canvas shell 	S. Hubbard	I, D, A	20 Minutes
	Minutes: <ul style="list-style-type: none"> We all agreed it was a good plan and appreciated the work that went into it. We offer our support of the plan. Motion: Janith, Second: Penny; passes 6 yes, 0 no, 1 abstention 			
7	Hyflex <ul style="list-style-type: none"> We'll discuss what hyflex is, and what resources we have to support it. DDEC Hyflex Resources 	C. Diputado, S. Hubbard	I, D, A	20 Minutes
	Minutes: <ul style="list-style-type: none"> Wi-Fi issues and coverage in classrooms will be assessed and rectified first. Aprill mentioned that department chairs can ask their deans to rent equipment. Courtney mentioned that IT bought around nine OWL units, and she's glad to help with rentals to faculty and classified professionals. Aprill and Janith mentioned that the ability to offer Hyflex is not only the future, but the present. 			

	<ul style="list-style-type: none"> • Rachel and Nicole mentioned that the desire and demand is there from student services as well (for trainings, workshops, student meetings, etc.). • One option Rachel mentioned is that we could have the OWL units listed for rent on 25Live, as the sports vans are listed that way, now. • Aprill mentioned that she's been advocating for more Hyflex training and policies from the District since last spring. She's glad we're moving it forward. • Art uses OWLs already for some of their courses. We will invite them to a future DE Committee meeting to share their experiences and tips. • We'll invite Carl Chiu and/or IT to a future DE Committee meeting to see what the thoughts and plans are for how to use OWLs (Will they be permanently in certain classrooms? Will they be available for rental? Etc.) 			
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

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