

LOS MEDANOS
COLLEGE

**Distance Education Advisory Committee
Emergency Meeting**

Minutes

Tuesday, March 24, 2020
3:00 – 4:00 p.m., online

Members Present: Sophia Ramirez, Luis Zuniga, Co-chairs, Laurie Huffman, DE Coordinator, Nicole Westbrook, Veronica Turrigiano, Luis Zuniga, Courtney Diputado, Jill Bouchard and Penny Wilkins

Members Absent: Rachel Anicetti, Rikki Hall, Jennifer Smith, Susan Reno, Clayton Smith, Matt Stricker, Debbie Wilson, and Roseann Erwin

Guests: Louie Giambattista, Dave Wahl, Eileen Valenzuela, Grace Villegas, Marci Lapriore, Sarah Yoseph, Josh Bearden, Nicole Almassey, Nikki Moultrie, Catt Wood, and Paul West

<i>Item #</i>	<i>Topic/Activity</i>	<i>Action(s) Taken</i>	<i>Handouts/Reference Materials^o</i>
1.	Call to Order (Penny Wilkins) The meeting was called to order at 3:00 p.m.		
2.	Welcome/Announcements	None	
3.	Approval of agenda/ minutes/membership	None	
4.	New Business		
	3a. Online Addendum: Reviewed online addendum and made edits to form. Motion to approve changes to title, range language, links for accessibility, only indicating two options on how course will be listed in the LMC schedule of classes.	M/S: L. Zuniga/P. Wilkins to approve online addendum. Approved by consensus. Forwarded to Curriculum Committee for review	Online Addendum
	3b. Range language for Hybrid Courses: Only describe one option on form.		
	3c.		
	3d.		

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5.			
NEXT MEETING: Monday, April 6 th , 2:15 – 3:00 p.m. online			

Zoom Info: Join Zoom Meeting

<https://4cd.zoom.us/j/6834487941> Meeting ID: 683 448 7941