# CSM Distance Education Advisory Committee
# Agenda

Wednesday, September 4, 2024, 12:00 p.m. to 1:00 p.m.
Zoom Meeting Link: https://smccd.zoom.us/j/85142674070?pwd=pWuqJ7xTqy7GhT4FOeSBgcbssmMpck.1

**Committee Membership:**

Anya Ashouri (COUN), Diana Bennett (CASS), Tarana Chapple (Dean), Lydia Chen (COUN), Donna Eyestone (Tri-Chair), Lena Feinman (M/S), Atheena Haniff Martinez (COUN), Paul Hankamp (M/S), Jennifer Howze-Owens (Tri-Chair), Susan Khan (CTL), Michelle Mullane (CASS), Madeleine Murphy (LAD), Hellen Pacheco (B/T), Carol Newkirk-Sakaguchi (DRC), Alessandra Rengifo Herrada (Student Representative), Erica Reynolds (Tri-Chair), Mikel Schmidt (KDA), Chris Smith (ITS), Lia Thomas (ASLT), Finausina Tovo (ASLT), Jennifer Van Sijll (LAD), Lilya Vorobey (B/T), Jeramy Wallace (Curriculum), Doug Williams (KDA), Laura Woltag (LAD)

**Optional Attendees:**

Yoseph Demissie, Julieth Diaz-Benitez, Fauzi Hamadeh, Annette Perot, Marisol Quevedo, Tasia Scott, Ingrid Schulz, Todd Windisch, Elnora Tayag

**Tri-Chairs:**

Erica Reynolds, Jennifer Howze-Owens, Donna Eyestone

**Note-Takers:**

Erica Reynolds, Jennifer Howze-Owens, Donna Eyestone

**Agenda:**

| Agenda Item | Description | Time | Person Responsible | Motion |
|---|---|---|---|---|
| 1. | Review and Approve Agenda | 1 minutes | Erica | Action |
| 2. | Review and Approve Meeting Summary | 1 minutes | Erica | Action |
| 3 | Meeting Norms and Communication | 3 minutes | Tri-Chairs | |

| Agenda Item | Description | Time | Person Responsible | Motion |
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| 4. | Professional Development<br>● 1 Cohort of QOTL Level 1 and 2<br>● Curriculum Development for QOTLs (District DEAC Project)<br>● ZTC Summer Trainings & Engagement<br>● Microcourses<br>● Regular and Substantive Interaction<br>● OTC debrief | 15 minutes | Tri-Chairs and All Members | Information |
| 5. | Committee Updates<br>● Division Updates<br>● Academic Senate (CTL & Curr.)<br>   ○ Faculty Handbook Update<br>● District DEAC | 15 minutes | All Members | Discussion |
| 6. | State Updates<br>● @ONE<br>● DECO<br>● POCR<br>● Accreditation | 10 minutes | Donna and Erica | Discussion |
| 7. | **Agenda Items for Future Meetings**<br>● Planning for 2024-25<br>   ○ Handbook for Online and Hybrid Teaching 2024-2025<br>   ○ DE Addendum<br>   ○ DE Plan 2024-2027<br>   ○ Training Recency policy<br>● A.I. – ideas on how to check for student understanding of materials without them using AI<br>● False enrollments<br>   ○ Doing other students work<br>   ○ Enrolling in classes only for Financial Aid and then not doing the work. If they've only done 1 assignment and then never connect again, can we drop them according to Census policies? | 5 minutes | Erica | Discussion |

| Agenda Item | Description | Time | Person Responsible | Motion |
|---|---|---|---|---|
| 7. | **Date of the Next Meeting**<br>● Wednesday, October 2, 2024<br>● Zoom Link | 1 minute | Erica | Information |