

CSM Distance Education Advisory Committee Agenda

Wednesday, November 6, 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.	CSM: Distance Education Handbook Flex Session Debrief and Updates Faculty Handbook for Online and Hybrid Education	15 minutes	Donna	Discussion

Agenda Item	Description	Time	Person Responsible	Motion
4.	Professional Development ● QOTL Level 1 & 2 (Spring 2025) ● Regular and Substantive Interaction ● Microcourses - Data ● Flex Day - Ideas/Proposals	10 minutes	Tri-Chairs and All Members	Information and Discussion
5.	Committee Updates ● Division Updates ● IPC - call for 1 faculty on Tech. Comm. ● Academic Senate (CTL & Curr.) ○ DE Addendum Update (Spring 2025) ● District DEAC	15 minutes	All Members	Discussion
6.	State Updates ● DE Coordinator Updates (DECO) ○ @One Courses/Staffing	5 minutes	Donna	Discussion
7	Spring 2025 Best Practices for Import	10 minutes	Erica	Information and Discussion
8.	Agenda Items for Future Meetings ● Planning for 2024-25 ○ QOTL-E Launch ○ Accreditation (SRI Rubric) Policy Crosswalk ○ DE Addendum ○ DE Plan 2024-2027 ○ Training Recency policy ○ OER vs. Inclusive Access	5 minutes	Erica	Discussion
9.	Date of the Next Meeting ● Wednesday, December 6, 2024 ● Zoom Link	1 minute	Erica	Information