

CSM Distance Education Advisory Committee Agenda

Wednesday, September 3, 2025, 12:00 p.m. to 1:00 p.m.

Zoom Meeting Link: [CSM DEAC 2025 - 2026 Meetings](#)

Committee Membership:

Diana Bennett (CASS), Tarana Chapple (ASLT Dean), Lydia Chen (COUN), Alexis Delevett (COUN/DRC), Lena Feinman (Math/Science), Atheena Haniff Martinez (COUN), Paul Hankamp (Math/Science), Jennifer Howze-Owens (Tri-Chair), Tatiana Irwin (CASS), Hellen Pacheco (Business/Techology), Erica Reynolds (Tri-Chair), Lia Thomas (ASLT), Finausina Tovo (ASLT), Jennifer VanSijll (LAD), Lilya Vorobey (Business/Technology), Doug Williams (KDA), Laura Woltag (LAD)

Tri-Chairs:

Erica Reynolds, Jennifer Howze-Owens, DE Coordinator TBD

Note-Takers:

Erica Reynolds, Jennifer Howze-Owens, DE Coordinator TBD

Agenda:

Agenda Item	Description	Time	Person Responsible	Motion
1.	Welcome	5 minutes	Jennifer/Erica	Information
2.	Review and Approve Agenda	1 minutes	Erica	Action
3.	Review and Approve Meeting Summary	1 minutes	Erica	Action
4.	Confirm Committee Membership for 2025-2026	5 minutes	Jennifer	Information
5.	Meeting Norms and Communication Flow	10 minutes	Jennifer/Erica	Information
6.	RSI Update and Share-Out <ul style="list-style-type: none">• August Flex• Resources• Microcourses• Drop-In• RSI Engagement and Communication	15 minutes	Jennifer/Erica	Discussion

Agenda Item	Description	Time	Person Responsible	Motion
7.	Professional Development <ul style="list-style-type: none"> • 1 Cohort of QOTL Level 1 and 2 • ZTC Summer Trainings & Engagement • Microcourses • @One Fall Webinars • QOTL 2/3 	8 minutes	Tri-Chairs and All Members	Information
8.	Committee Updates <ul style="list-style-type: none"> • Division Updates • Academic Senate (CTL & Curr.) • District DEAC 	2 minutes	All Members	Discussion
9.	Instructional Technology Spotlight	10 minutes	Erica	Discussion
10.	Agenda Items for Future Meetings <ul style="list-style-type: none"> • Planning for 2025-26 <ul style="list-style-type: none"> ○ Handbook for Online and Hybrid Teaching 	2 minutes	Erica	Discussion
11.	Date of the Next Meeting <ul style="list-style-type: none"> • Wednesday, October 1, 2025 • Zoom Link 	1 minute	Erica	Information