



Distance Education Committee

Meeting Agenda

Date: Fri. September 11, 2020 **Time:** 10:00am-12:00pm **Location:** Zoom

Requested Attendees (Voting Members)

Maritez Apigo (Chairperson)	Dean Jason Berner	Marisol Cantu	Carlos-Manuel Chavarria
James Eyestone	Anthony Gordon	Michael Kilivris	Monica Landeros
Kristin Lassonde	Jessica Le	Lauren Nahas	Jennifer Ounjian
Dionne Perez	Francis Reyes	Karen Ruskowski	Bashir Shah
Erica Watson			

10:00 am Welcome & Housekeeping: Recorder of Meeting Minutes

10:05 am New DE Team

- **DE Coordinator:** Maritez Apigo
- **4 Instructional Designers:** Monica Landeros, Lauren Nahas, Erin Kelmereit (external), and Denise Maduli-Williams (external)
- **Accessibility Specialist:** Kristin Lassonde
- **DE Student Support Specialist:** Erica Watson
- **POCR (Peer Online Course Review) Lead:** Michael Kilivris
- **OER (Open Educational Resources) Coordinator:** Maritez Apigo

10:06 am Approval of July 20, 2020 meeting minutes

10:10 am Review committee membership and charge

Add 1 student and 2 classified staff

Charge:

- To assess Distance Learning at CCC and how it fits with Strategic Directions.
- To identify the potential for growth and develop an action plan.
- To identify and develop instructional resources and recommend policy for faculty and students who are engaged in Distance Learning.
- To provide faculty development in Distance Learning.
- To advise the college on financial resources needed to improve and increase Distance Education at CCC.

- 10:15 am** Public comments
- 10:20 am** Review draft of guidance on synchronous classes
Consider [DVC's Spring Schedule Guidelines](#)
- 10:50 am** Review draft of guidance on determining online attendance
- 11:10 am** Upcoming draft of guidance on Proctorio
- 11:20 am** Feedback on Student and Faculty Resources
- Quest for Online Success
 - Success in Online Classes Workshop
 - Suggested student resources
 - Online Teaching Essentials
 - Template orientation module and homepage
 - DE Mentor Program
 - Proposed to Student Services and the Student Success Committee:
Wellness Central and Student Support Hub
- 11:35 am** New Technology
- Pronto
 - Canvas Studio
 - Fall pilots: Ally and Perusall
- 11:40 am** Fall Faculty Professional Development
- Menu of fall workshops & DE Mentor Program
 - Suggestions
- 11:55 am** Review of Next Steps and Action Items
- Propose both guidance memos to ASC on Mon. Sept. 21, 2:15pm
 - DE Team will draft guidance on Proctorio
 - Fall workshops begin
- 12:00 pm** Adjourn. The next meeting is on Fri. Oct. 9, 2020, 10am-12pm.