



# Distance Education Committee

## Meeting Agenda

**Date:** Fri. April 9, 2021 **Time:** 10:00am-12:00pm **Location:** [Zoom](#)

### Voting Members

Maritez Apigo (Chairperson)	Marisol Cantu	Carlos-Manuel Chavarria	Anthony Gordon	Michael Kilivris
Monica Landeros	Kristin Lassonde	Jessica Le	Lauren Nahas	Jennifer Ounjian
Dionne Perez	Michele Redlo	Francis Reyes	Bashir Shah	Erica Watson

### Non-Voting Members

Jason Berner (Dean of Liberal Arts)	Yasuo "Sue" Abe (DSPS Manager)	James Eyestone (Technology Systems Manager)	Karen Ruskowski (Curriculum Specialist)
Liesl Boswell (Accessibility Specialist)	Blanca Castillo (student)	Vanessa Crisostomo (student)	

Time	Item	Action
10:00	<b>Welcome</b> 1. Recorder of Meeting Minutes - Lynette 2. Zoom reminders: mute mics when not speaking and use the "raise hand" feature to speak 3. Agreement: We uphold a safe space for our student committee members.	Informational
10:02	Approval of the <a href="#">March 12, 2021 meeting minutes</a>	vote
10:05	Public comments	n/a
10:10	<b>Curriculum and Instruction Committee Updates - Jennifer, Anthony, and Karen</b>	Informational
10:15	<b>Committee Template</b> 1. DE Committee structure: complete and vote on <a href="#">the Committee Template</a> to document our composition, voting procedure, etc. 2. DE Committee as a sub-committee of the Academic Senate - Katie	Discussion & vote
10:45	<b>Student Resources</b> 1. <i>Comet Support Hub</i> feedback and promotions	Informational & discussion

	<ol style="list-style-type: none"> <li>2. <i>Wellness Central</i> - in progress. Student feedback. Suggested locations to place it?</li> <li>3. Any other resources needed?</li> </ol>	
10:55	<p><b>Faculty Professional Development</b></p> <ol style="list-style-type: none"> <li>1. Transferring Zoom Recordings - Liesl and Lauren</li> <li>2. April and May "<a href="#">DE PD Challenges</a>" - Lauren, Monica, and Maritez</li> <li>3. Online Teaching Conference 2021 attendance funding update</li> </ol>	Informational & discussion
11:20	<p><b>Technology</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">STAC form</a> for next academic year, deadline is May 31, 2021</li> <li>2. Canvas updates: Term/Course Participation in Course Availability, Resubmissions in Speedgrader</li> </ol>	Informational & discussion
11:40	<p><b>Open Educational Resources and Zero Textbook Cost</b></p> <ol style="list-style-type: none"> <li>1. Districtwide OER and ZTC funding proposal update</li> <li>2. OER and ZTC Ad-Hoc Workgroup meetings on 2nd Thursdays 4-5pm - All are welcome to join.</li> </ol>	Informational
11:58	<p><b>Review of Next Steps and Action Items</b></p> <ul style="list-style-type: none"> <li>• Maritez will bring to DDEC: enabling Canvas Global Announcements locally</li> <li>• Everyone continue to promote the <i>Comet Support Hub</i> among your divisions and departments.</li> </ul>	n/a
12:00	Adjourn. Our last spring 2021 meeting is on May 14, 2021, 10am-12pm.	n/a