



# CONTRA COSTA COLLEGE

## Distance Education Committee

### Meeting Agenda

**Date:** Apr. 14, 2023 (2nd Fridays) **Time:** 10am-12pm

**Location:** GE 108 and [Zoom](#) Meeting ID: 914 6443 5459 Passcode: DErocks

[Committee Charge and Past Agendas & Minutes](#)

#### Voting Members

**Chairperson/DE Coordinator:** Maritez Apigo

**LA Division:** Anthony Gordon, Brandon Marshall, Erica Watson - *Alternates:* Carlos-Manuel Chavarria,

**NSAS Division:** Monica Landeros, (seat 2 vacant), (seat 3 vacant) - *Alternates:* Bashir Shah, Kristin Lassonde

**AACE Division:** Michele Redlo, (seat 2 vacant), (seat 3 vacant) - *Alternates:*

**SS Division:** Sarah Boland, Dionne Perez, (seat 3 vacant) - *Alternates:*

#### Non-Voting Members

**Students:** Alexa Simen

**IT Manager/Canvas Administrator:** James Eyestone

**Managers:** Sue Abe, Elvia Ornelas-Garcia

**Classified:** Karen Ruskowski

**Accessibility Specialist:** Liesl Boswell

Time	Item	Action
10:00	<b>Welcome!</b> Agreement: We uphold a safe space for our student committee members.	n/a
10:01	Attendance and confirmation of voting positions	n/a
10:03	Approval of <a href="#">Mar. 10, 2023 meeting minutes</a>	Vote
10:05	Approval of today's agenda	Vote
10:07	Public comments	n/a
10:12	<b>Curriculum and Instruction Committee Updates</b> - Anthony and Karen	Informational
10:17	<b>Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates</b> - Maritez, Sarah, and Brandon 1. ZTC Program planning: developing 4-week course and drafting \$180K budget 2. Congressional Federal Grant: \$1 million grant districtwide 3. Filling 3 Release time/OAS Positions: OER Coordinator, ZTC Program Coordinator, and OER Librarian	Informational
10:22	<b>Student Resources</b>	

	Updates from student committee members - Alexa	Informational
10:27	<b>Faculty Professional Development</b> <ol style="list-style-type: none"> <li>1. <a href="#">April DE PD</a> - Mónica, Brandon, and Liesl</li> <li>2. <a href="#">Ed Tech Toolkit</a> is live! Any feedback? - Maritez and the DE Team</li> <li>3. POCR Program update - Sarah</li> <li>4. Accessibility update - Liesl</li> <li>5. Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online Teaching Community of Practice update - Maritez</li> <li>6. 4CD's <a href="#">BEOI</a> and <a href="#">BEHI</a> Course Offerings this summer July 17-Aug. 13.</li> </ol>	Informational & discuss
10:50	<b><a href="#">DE Strategic Plan 2023-28 Final Draft</a></b> <ol style="list-style-type: none"> <li>1. Ad-hoc workgroup met on Monday to revise it based on the feedback received from other committees.</li> <li>2. Any last revisions?</li> <li>3. Final approval.</li> </ol>	Discuss & vote
11:20	<b>Filling DE-Related Release Time/OAS Positions</b> Discuss the <a href="#">Google Sheet with DE Team composition systemwide</a> Release time/ OAS job announcements coming soon from Gabriela Segade for: <ul style="list-style-type: none"> <li>• DE Coordinator</li> <li>• Instructional Designer</li> <li>• POCR Lead</li> </ul>	Informational
11:30	<b>Technology</b> <ol style="list-style-type: none"> <li>1. Edpuzzle demo, \$2,180 quote - Jennifer Ounjian &amp; Michel Arnold, Psychology</li> <li>2. <a href="#">Libretexts ADAPT</a> is now live in Canvas.</li> <li>3. DE budget proposal</li> <li>4. STAC 2023-24</li> </ol>	Discuss & vote
11:50	<b><a href="#">Online Teaching Conference</a></b> at the Long Beach Convention Center (on-site only) June 21-23, 2023 <ul style="list-style-type: none"> <li>• Interested in attending so far: Jessica Le, Brandon Marshall, Sherry Sharufa and Maritez Apigo</li> <li>• Applying for funding</li> </ul>	Informational
11:55	<b>Appreciations</b> ❤️	Informational
12:00	<b>Adjourn</b> - Our last meeting this academic year is on Fri. May 12, 10am-12pm in GE 108 (with a Zoom option for the public).	n/a