Distance Education and Educational Technology Committee
Meeting Summary
Tuesday, September 1st, 1:00 p.m. to 2:00 p.m., 18-206

Members Present: Yoseph Demissie, Theresa Martin, Rosemary Nurre, Annette Perot, Jennifer Taylor-Mendoza, Jasmine Witham

Guests Present: Bruce Griffin, Lee Miller

Action on Agenda: None

Action on Meeting Summary: None

Issues Discussed:

- DEETC Committee Representation
  - Jasmine Witham has volunteered to serve as co-chair of the CSM Distance Education and Educational Technology Committee (DEETC).

- Instructional Designer Position
  - A new Instructional Designer position (0.48 FTE) is in the process of being filled. This person will replace Alexis Alexander. In the interim, Jennifer Taylor-Mendoza will serve as the DEETC co-chair, DE Coordinator, and Instructional Designer for the College. Also, Ricardo Flores, Instructional Technologist at Skyline College has offered to provide support and guidance during the fall semester as well.

- Distance Education Plan
  - Jennifer Taylor-Mendoza is working with Milla McConnell-Tuite on the Distance Education Plan. Once all activities have been identified, the plan will go to IPC for approval.

- District Distance Education Programming and Professional Development Proposal
  - In Spring 2015, a district-wide group (deans, instructional designers, PD coordinators, STOT Director, DE faculty, and District Academic Senate President) convened to develop a unified plan for distance education programming and related professional development for faculty with a focus on student success. This unified plan directly addresses the district-wide Goal #1: Develop and strengthen educational offerings, interventions, and support programs that increase student access and success and Goal #3: Increase program delivery options, including the expanded use of instructional technology, to support student learning and success.
  - The three colleges have established a collaborative network to facilitate district planning and implementation. With an adequate infrastructure, the three colleges will work together to achieve the District goals.
The three Distance Education deans (Janet Stringer, Jonathan Paver, and Jennifer Taylor-Mendoza) have worked with their respective VPIs and will present the unified plan (proposal) on September 14th during the District Joint Vice Presidents’ Meeting.

- **Canvas**
  - District Academic Senate will facilitate a district-wide forum on Friday October 16th to discuss OEI resources and the learning management system, Canvas.

- **Ranking of Online Courses**
  - Milla McConnell-Tuite will attend the next DEETC meeting in October to address ACCJC recommendations for CSM’s distance education program.

**New Discussion Item**: DEETC members would like to invite Marsha Ramezane, Dean of Counseling to attend a future meeting and discuss how Ed Plans are created for DE students.

Meeting adjourned at 2:00pm

**Agenda for Next Meeting**: Ranking of CSM Online Courses, Canvas Forum, Update on District Distance Education Programming and Professional Development Proposal

**Next Meeting**: Tuesday, October 6, 12:30 p.m. - 1:30 p.m.

**Summary Prepared by**: Jasmine Witham on 09-17-15