

**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