

## CSM Distance Education Advisory Committee

### Agenda

Tuesday, September 3, 2019, 12:00 p.m. to 1:00 p.m., Center for Academic Excellence (18-206)

#### Committee Membership:

(Student Representative), Sue Hwang An, Brian Besnyi, Diana Bennett, Tarana Chapple, Kamran Eftekhari, Lena Feinman, Paul Hankamp, Judy Lariviere, Teresa Morris, Michelle Mullane, Carol Newkirk-Sakaguchi, Erica Reynolds, Jasmine Robinson, Elnora Tayag, Jing Wu

#### Optional Guests:

Yoseph Demissie, Fauzi Hamadeh, Mike Holtzclaw, Annette Perot, Chris Smith (ITS)

#### Co-Chairs:

Paul Hankamp and Erica Reynolds

#### Note-Takers:

Paul Hankamp and Erica Reynolds

#### Agenda:

Agenda Item	Description	Time	Motion
1.	Review and Approve Agenda	2 minutes	Action
2.	Introductions and Confirm Committee Membership	10 minutes	Action
3.	Review and Approve <a href="#">CSM DEAC Committee Goals</a>	10 minutes	Action
4.	Approve and Distribute <a href="#">CVC Finish Faster</a> Cards	2 minutes	Action
4.	Share-out from Committee Members <ul style="list-style-type: none"><li>● District DEAC Updates</li><li>● Report from each Division Representative(s)</li><li>● Report from Student Representative</li></ul>	15 minutes	Action

5.	<p>Fall 2019 Resource Requests</p> <ul style="list-style-type: none"> <li>● Accessibility Specialist and Resources <ul style="list-style-type: none"> <li>○ Data from the Accessibility Cohort</li> <li>○ Guiding prompt for how this position will help your department's course outcomes</li> </ul> </li> <li>● Online Proctoring</li> </ul>	20 minutes	Action
6.	<p><b>Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>● Topics for Spring Flex Days</li> <li>● Quality Online Teaching and Learning</li> <li>● <a href="#">Faculty Handbook for Online and Hybrid Instruction</a></li> <li>● CSM DEAC Objectives for 2019-2020</li> </ul>	1 minute	Action
7.	<p><b>Date of the Next Meeting</b></p> <ul style="list-style-type: none"> <li>● Tuesday, October 1, 12:00 - 1:00 PM</li> <li>● <b>One-Time Location Change: 10-468</b></li> </ul>	1 minute	Information