

CSM Distance Education Advisory Committee

Agenda

Tuesday, October 1, 2019, 12:00 p.m. to 1:00 p.m., 10-468

Committee Membership:

Gabriella Van Eijk (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.	Review and Approve Meeting Summary	2 minutes	Action
3.	Share-out from Committee Members <ul style="list-style-type: none">● DEAC Updates● Report from each Division rep● Report from Student Representative	10 minutes	Action
4.	Faculty Handbook for Online and Hybrid Instruction <ul style="list-style-type: none">● Review Handbook	30 minutes	Action

	<ul style="list-style-type: none"> ● Assign areas for feedback 		
5.	Topics for Flex Days	5 minute	Action
6.	<p>Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> ● CSM Faculty Handbook for Online and Hybrid Instruction Feedback from groups ● OEI Rubric Recommendation <ul style="list-style-type: none"> ○ How can it be used as a tool at CSM to support quality online courses?` <ul style="list-style-type: none"> ■ Self-Assessment Tool ■ Checklist for Deans before assigning courses ■ Other ideas? 	1 minute	Action
7.	<p>Date of the Next Meeting</p> <ul style="list-style-type: none"> ● Tuesday, November 5, 12:00 - 1:00 PM ● Location: 18-206 	1 minute	Information