

CSM Distance Education Advisory Committee

Agenda

Tuesday, November 5, 2019, 12:00 p.m. to 1:00 p.m., **18-206 CAE**

Committee Membership:

Gabriella Van Eijk (Student Representative), Sue Hwang An, Brian Besnyi, Diana Bennett, Tarana Chapple, Lena Feinman, Paul Hankamp, Judy Lariviere, Teresa Morris, Michelle Mullane, Carol Newkirk-Sakaguchi, Erica Reynolds, 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 from September and October	2 minutes	Action
3.	Moving CSM DEAC to be an Academic Senate Subcommittee	1 minute	Information
4.	Share-out from Committee Members and feedback on CSM DEAC as AS Subcommittee <ul style="list-style-type: none">● DEAC Updates● Report from each Division rep● Report from Student Representative	20 minutes	Action

5.	Faculty Handbook for Online and Hybrid Instruction <ul style="list-style-type: none"> ● Gather in pairs to discuss your edits <ul style="list-style-type: none"> ○ Summarize on posters ● Share-out to larger committee 	30 minutes	Action
6.	Agenda Items for Next Meeting <ul style="list-style-type: none"> ● 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? ● Start planning meeting time for Spring 2020 	1 minute	Action
7.	Date of the Next Meeting <ul style="list-style-type: none"> ● Tuesday, December 3, 12:00 - 1:00 PM ● Location: 18-206 	1 minute	Information

- Welcome and Introduction & Glossary: Lena
- Course Development and Design: Teresa and Sue
- Instructor Preparation: Jing and Shelly
- Course Design Rubric: Diana and Judy
- Support Services and Resources: Bryan and Ellie