C SM 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:

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<th>Agenda Item</th>
<th>Description</th>
<th>Time</th>
<th>Motion</th>
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<tr>
<td>1.</td>
<td>Review and Approve Agenda</td>
<td>2 minutes</td>
<td>Action</td>
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<td>2.</td>
<td>Review and Approve Meeting Summary from September and October</td>
<td>2 minutes</td>
<td>Action</td>
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<td>3.</td>
<td>Moving CSM DEAC to be an Academic Senate Subcommittee</td>
<td>1 minute</td>
<td>Information</td>
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<td>4.</td>
<td>Share-out from Committee Members and feedback on CSM DEAC as AS Subcommittee</td>
<td>20 minutes</td>
<td>Action</td>
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- DEAC Updates
- Report from each Division rep
- Report from Student Representative
5. **Faculty Handbook for Online and Hybrid Instruction**
   - Gather in pairs to discuss your edits
     - Summarize on posters
   - Share-out to larger committee
   
   **30 minutes**
   **Action**

6. **Agenda Items for Next Meeting**
   - **OEI Rubric** Recommendation
     - How can it be used as a tool at CSM to support quality online courses?
       - 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**
   - 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