CSM Distance Education Advisory Committee

Agenda

Tuesday, February 4, 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, Kamran Eftekhari, Lena Feinman, Paul Hankamp, Judy Lariviere, Joe Mangan, Teresa Morris, Michelle Mullane, Carol Newkirk-Sakaguchi, Victor Quintanilla, Erica Reynolds, Elnora Tayag, Jing Wu, Lale Yurtseven

Optional Guests:
Bryan Besnyi, Yoseph Demissie, Fauzi Hamadeh, Mike Holtzclaw, Annette Perot, Chris Smith (ITS), Theresa Martin

Co-Chairs:
Erica Reynolds and TBD

Note-Takers:
Erica Reynolds

Agenda:

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<tr>
<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 December</td>
<td>2 minutes</td>
<td>Action</td>
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<td>3.</td>
<td>CSM DEAC - Academic Senate Subcommittee Update</td>
<td>1 minute</td>
<td>Information</td>
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| 4.          | Share-out and recommendations for online instructor training recency requirement from Committee Members  
- DEAC Updates  
- Report from each Division rep  
- Report from Student Representative | 20 minutes | Action |
|   | Draft Policy on Regular and Substantive Contact  
|   | ● Discussion on how to define substantive contact  
|   | ● How often and in what manner?  
|   | ● [Regular and Substantive Contact Policy Comparison Table](#)  
|   |   | 20 minutes  
|   |   | Action  
|   | Draft Attendance Policy  
|   | ● Appeal process for Online Courses  
|   |   | 10 minute  
|   |   | Information  
|   | Flex Day Workshops  
|   | ● March 5  
|   | ● March 27  
|   |   | 1 minute  
|   |   | Information  
|   | Agenda Items for Next Meeting  
|   | ●  
|   |   | 1 minute  
|   |   | Action  
|   | Date of the Next Meeting  
|   | ● Tuesday, March 3, 2020  
|   | ● Location: 18-206  
|   |   | 1 minute  
|   |   | Information  