

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:

Agenda Item	Description	Time	Motion
1.	Review and Approve Agenda	2 minutes	Action
2.	Review and Approve Meeting Summary from December	2 minutes	Action
3.	CSM DEAC - Academic Senate Subcommittee Update	1 minute	Information
4.	Share-out and recommendations for online instructor training recency requirement from Committee Members <ul style="list-style-type: none">● DEAC Updates● Report from each Division rep● Report from Student Representative	20 minutes	Action

5.	<p>Draft Policy on Regular and Substantive Contact</p> <ul style="list-style-type: none"> ● Discussion on how to define substantive contact ● How often and in what manner? ● Regular and Substantive Contact Policy Comparison Table 	20 minutes	Action
6.	<p>Draft Attendance Policy</p> <ul style="list-style-type: none"> ● Appeal process for Online Courses 	10 minute	Information
7.	<p>Flex Day Workshops</p> <ul style="list-style-type: none"> ● March 5 ● March 27 	1 minute	Information
8.	<p>Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> ● 	1 minute	Action
9.	<p>Date of the Next Meeting</p> <ul style="list-style-type: none"> ● Tuesday, March 3, 2020 ● Location: 18-206 	1 minute	Information