

## **CSM Distance Education Advisory Committee Summary**

Wednesday, November 3, 2021, 12:00 p.m. to 1:00 p.m.,  
Zoom Meeting Link: <https://smccd.zoom.us/j/88535258713>  
[Meeting Slides for November 3, 2021](#)

### **Members Present:**

July Benitez (ASLT/ID), Diana Bennett (Creative Arts & Social Science), Robbie Baden (Language Arts), Tarana Chapple (ASLT Dean), Donna Eyestone (DE Coordinator), Lena Feinman (Math & Science), Nicole Hong (Student Representative), Jennifer Howze-Owens (ASLT/ID), Judy Lariviere (SSSSP), Michelle Mullane (Creative Arts & Social Science), Hellen Pacheco (Business/Technology), Marisol Quevedo (Instructional Technologist), Erica Reynolds (Instructional Technologist), Liz Schuler (PD Coordinator), Chris Smith (ITS), Lia Thomas (ASLT/Library), Christopher Walker (Curriculum Chair)

### **Agenda Items Discussed:**

1. Resolution: Brown Act, Ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19.
  - Resolution Approved
2. Review and Approve Agenda
  - Approved
3. Review and Approve Meeting Summary from May
  - Approved meeting summary for October 6, 2021
4. Nominations and Vote for Faculty Co-Chair(s)
  - Chris Walker Nominated Donna Eyestone
  - Jennifer Howze-Owens self-nominated herself to split Co-Chair position with Donna
  - Faculty members voted unanimously for Jennifer Howze-Owens and Donna Eyestone as CSM DEAC Co-Chair(s)
5. Brainstorming Goal Setting for DE Strategic Plan
  - Break-Out Groups for each Goal
  - Discuss subgoals, timelines, and stakeholders
    - Goal to have solid draft by Mid-November
    - Some of the long term goals may be too ambitious and we may want to consider having less goals as a body
6. Introductions and Member Updates
  - District DEAC
    - Meetings

- ASLT/CSM DE Team
  - Erica R.: 2 new Instructional Designers- Julieth and Jennifer
- Report from each Division representative
  - ASLT/CSM DE Team
    - ??
  - Math Science
    - No Updates
  - ITS
    - No Updates
  - DRC/Counseling
    - No Updates
  - Language Arts/ESL
    - No Updates
  - Business/Technology
    - ??
  - Creative Arts and Social Sciences
    - No Updates
  - Library
    - ??
  - Kinesiology
    - No Representatives or updates.
  - Report from Student Representative
    - No updates
  - Curriculum Committee
    - No Updates
  - PD Committee
    - ??

7. Agenda Items for Next Meeting

- DE Strategic Plan - Assessments & Measures
- OER/ZTC Recommendation
- Early Alert
- Flex Day
  - Potential Flex Day DE Presentations

**Next Meeting:**

- Date of the Next Meeting: Wednesday, December 1, 2021
- Zoom: <https://smccd.zoom.us/j/88535258713>

**Summary Prepared by**

- Jennifer Howze-Owens, Marisol Quevedo, and Erica Reynolds on November 3, 2021