

CSM Distance Education Advisory Committee Meeting Summary

Wednesday, September 6, 2023, 12:00 p.m. to 1:00 p.m.,
Zoom Meeting Link: <https://smccd.zoom.us/j/84235446283>
Meeting Slides for September 6, 2023

Members Present: 15 present

Tarana Chapple (ASLT Dean), Donna Eystone (ASLT/DE Coordinator), Lena Feinman (Math & Science), Sebrianne Ferguson (ITS), Paul Hankamp (Math & Science), Jennifer Howze-Owens (ASLT/ID), Susan Khan (ASLT/PD Coordinator), David Lau (Language Arts Dean), Michelle Mullane (Creative Arts & Social Science), Hellen Pacheco (Business/Technology), Carol Newkirk-Sakaguchi (DSPS), Erica Reynolds (Instructional Technologist), Lia Thomas (ASLT/Library), Lilya Vorobey (Business/Technology), Jeramy Wallace (Curriculum Committee).

Not Present: Diana Bennett (Creative Arts & Social Science), (Student Representative), Mike Schmidt (Kinesiology), Laura Woltag (Language Arts)

Agenda Items Discussed:

1. Introductions
2. Review and Approve Agenda
 - Approved - moved by Lia and was seconded by Hellen
3. Review and Approve Meeting Summary from **May 3, 2023**
 - Approved meeting summary for May 3 moved by Shelly and seconded by Donna
4. ACCJC Midterm Report
 - ACCJC Midterm Report Update
 - [2023 Midterm](#) Report available for college
 - September 6, 2023 - Midterm Report is submitted to the IPC for vote
 - September 13, 2023 - Midterm Report is submitted to the Board
5. @One/CVC Update
 - @One Grant Update
 - Commitment from Chancellor's Office for 3 year contract with a defined scope
 - Increased focus on inclusion and diversity
 - Change in team structure to reflect needs
 - Transition team currently in place to keep classes, POOCR, and certification programs running smoothly
 - Fall schedule is available onlinenetworkofeducators.org
6. QOTL Professional Development Updates

- QOTL 2 Fall 2023, Summer, and Spring 2024
 - Sept 11-Oct. 16 - Donna Facilitating
 - Feb 12 - Mar 24
 - Apr 1 - May 5
 - June 3-July 7
 - June 24-July 29
 - QOTL 1 Spring 2024 Summer, and Summer 2024
 - April 1-May 13
 - June 3 - July 15
 - Regular and Substantive Interaction
 - Microcourses
 - Summer 2023
 - Available for
 - <https://collegeofsanmateo.edu/distanceeducation/facultytraining.asp>
 - Working with Academic Senate to get the dates out for the trainings
7. Committee Updates
- OER
 - ZTC Committee, led by Carla will meet Sept. 19, with monthly meetings
 - Academic Senate
 - May review of Bylaws before 5-year requirement and aligns with our goal to align DEAC bylaws
8. RSI Practices Sharing
- Donna Eyestone
 - October - Helen Pacheco
9. Agenda Items for Future Meetings
- Planning for 2023-2024
 - AS Bylaws Update
 - PD Brainstorm/ DE Training & Recency Policy
 - QOTL 1 Redesign
 - DE Plan 2024-2027
 - DE Faculty Handbook
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Next Meeting:

- Date of the Next Meeting: Wednesday, October 4, 2023

Summary Prepared by

- Donna Eyestone, Jennifer Howze-Owens and Erica Reynolds on September 6, 2023