



# Distance Education Committee Check-In

## Agenda

Friday, April 7, 2023

[Zoom](#)

10:00 am – 12:00 pm

*To maintain Brown Act Compliance, we will not be holding any votes at this meeting. Online participation is encouraged!*

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
1. Call to order/ <a href="#">Land acknowledgement</a>	2 min.	Coordinator	We should take a moment to acknowledge the land on which we are gathered. For thousands of years, this land has been the home of PUTTwin people. Today, there are three federally recognized Patwin tribes: CATCH-ill DEEHEE Band of WIN- tune Indians of the Colusa Indian Community, KLET-SELL DEE-HEE Band of Wintun Indians, and YO-chuh DEE-HEE Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.
2. Role call <sup>1</sup>	3 min.	Coordinator	Voting Members <input type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition)

<sup>1</sup> Quorum for D.E. Committee is 7

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
			<ul style="list-style-type: none"> <li><input type="checkbox"/> Sarah Nordin (Criminal Justice)</li> <li><input type="checkbox"/> Laura Maghoney (Economics)</li> <li><input type="checkbox"/> Gwen Gallagher (ASL)</li> <li><input type="checkbox"/> Winifred Hunton-Chen (English)</li> <li><input type="checkbox"/> Michelle Arce (History)</li> <li><input type="checkbox"/> <b>Vacant (Social &amp; Behavioral Sciences)</b></li> <li><input type="checkbox"/> Erin Duane (Learning Resources)</li> <li><input type="checkbox"/> Ashlie Lawson (Counseling)</li> <li>Non-voting Members <ul style="list-style-type: none"> <li><input type="checkbox"/> Tony Zitko (Dean)</li> <li><input type="checkbox"/> Kimo Calilan</li> <li><input type="checkbox"/> Robert Nunez</li> <li><input type="checkbox"/> Kelsi Mundell</li> <li><input type="checkbox"/> Laura Scott</li> </ul> </li> </ul>
3. Public comments a. "Experience" IT	10 min.		<ul style="list-style-type: none"> <li>•</li> </ul>
4. Coordinator Update a. <a href="#">Senate report - 4/24</a>	10 min.	Coordinator	<ul style="list-style-type: none"> <li>•</li> </ul>
5. Summer Transition a. Zoom updates b. APPs that will be sunsetting	10 min	Coordinator	<ul style="list-style-type: none"> <li>• Zoom replacing TechConnect</li> <li>• TopHat LTI 1.0</li> <li>• MHConnect LTI 1.0</li> <li>• Pearson</li> </ul>
6. Discussion - Mentoring a. <a href="#">Assign Mentors</a> b. <a href="#">Review Process</a>	15 min.	Coordinator	<ul style="list-style-type: none"> <li>• Assign mentors for new faculty</li> </ul>

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
7. Discussion a. Online Instruction Program b. Canvas Clean Up Project <sup>2</sup>	10 min.	DE Committee	<ul style="list-style-type: none"> <li>• Future offerings? Interests?</li> <li>• Review proposal, make edits (working session)</li> </ul>
8. Discussion a. Accreditation	10 mins.	Coordinator	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
9. Canvas Clean Up	10 mins	Coordinator	<ul style="list-style-type: none"> <li>• Review the communication plan for the clean up</li> <li>• Implementation SU23</li> </ul>
10. Next DE Meeting	3 min.	Coordinator	<p><b>May 5, 2023 at 10:00 am</b></p> <ul style="list-style-type: none"> <li>• Vacaville, Rm 208, and Fairfield Main Campus 801</li> <li>• Zoom for non-voting members</li> </ul> <p><b>May 12, 2023 at 10 am - Special Meeting</b></p> <ul style="list-style-type: none"> <li>• This meeting will focus on approving shells for FA23</li> <li>• Vacaville, Rm 208, and Fairfield Main Campus 801</li> <li>• Zoom for non-voting members</li> </ul>
11. Announcements	2 min.	All	<ul style="list-style-type: none"> <li>• <a href="#">Membership</a> changes for SP23</li> </ul>
12. Adjournment	1 min.		

<sup>2</sup> Action item for committee to develop policy on

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
13. Items tabled for SP23			<ul style="list-style-type: none"><li>• DEI Adoption</li><li>• Mission Statement</li><li>• DE Handbook</li></ul>

# 2022-2023 Meeting Schedule

All meetings will be hosted from 10:00 am - 12:00 pm in hybrid form.

Meeting dates	<i>Fall 2023 semester</i>
August 26, 2022	
September 2, 2022	
October 7, 2022	
October 21, 2022	<ul style="list-style-type: none"> <li>• Special DE meeting to review policies for online instruction</li> </ul>
November 4, 2022	
December 2, 2022	<ul style="list-style-type: none"> <li>• Final shell review and approval for SP23 instructor and shell certification</li> </ul>

Meeting dates	<i>Spring 2023 semester</i>
January 20, 2023	<i>Canceled, no voting items</i>
February 3, 2023	
March 3, 2023	
April 7, 2023	<i>Check in, no voting items</i>
May 5, 2023	<ul style="list-style-type: none"> <li>• Final shell review and approval for SU/FA23 instructor and shell certification</li> <li>• 23-24 Meeting approvals</li> </ul>
May 12, 2023*	<ul style="list-style-type: none"> <li>• Final shell review and approval for SU/FA23 instructor and shell certification</li> </ul>

# 2023-2024 Meeting Schedule

Meeting dates	<i>Fall 2023 semester</i>
August 25, 2023*	
September 1, 2023	
October 6, 2023	
November 3, 2023	
December 1, 2023	

Meeting dates	<i>Spring 2024 semester</i>
January 19, 2024*	
February 2, 2024	
March 1, 2024	
April 5, 2024	
May 3, 2024	