**Merritt College Distance Education Meeting**

**Tuesday September 10th, 2024**

**9:00AM**

**Room: P-208**

**Click** [**HERE**](https://us05web.zoom.us/j/87126584271?pwd=vG0YEKx6u46Bmp4vQ3MXTinkKtnfpF.1) **to join via Zoom**

**Members**

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| **VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)**  |
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| **NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)**  |
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|  **Quorum – Check Bylaws for details**  |

1. Call to Order
2. Elect Committee Chair and Officers
3. Review Committee Bylaws
4. Approval of Minutes – 5 min.
5. Standing Items
	1. Review Distance Education Plan
	2. Discuss new DE Plan (to be submitted by Feb.)
	3. Discuss Accreditation (to be discussed once per semester)
6. New Business
	1. Discuss Best Practices and Peer Evals for DE Courses
	2. Review ACCJC Peer Evaluation Rubrics and Resources
7. Old Business
	1. Check in Regarding OTC Conference
8. Announcements – 3 min.
	1. Reminders Regarding Captioning/DECT Grant
9. Adjournment