Distance Education Committee Meeting Agenda
October 6, 2014
Library Basement, Room 10
2:30-4:30 p.m.

1. Agenda Approval

2. Review Minutes of Previous Meeting
   - https://www.dropbox.com/s/riafv7null5n9ck/Unapproved%20DEC%20Minutes%209-8-14%20Mike.docx?dl=0

3. Reports on Action Items from Previous Meeting
   From previous (April) meeting, not covered in September:
   - Begin training tutors to use JoinMe (Shirley)
   - Update the Start Here! module (Mike and Letitia)
   - Advertise the expanded Embedded Librarian Program (Iris and Mike)
   - Relay information about using percentages for evaluation cycle (YFA Representative? Mike?)
   - Write Title V group grant to attend OTC in San Diego
   From September (last) Meeting
   - Work with Becky Ganes to help her provide screencast tour of her course. (Leslie)
   - “Clean up” the work done by the DE Committee on the DE Plan goals and deliver the final copy to Susan Kincade and Heather Townsend for inclusion in the Midterm Report (Mike)
   - Contact Francisco Banuelos to invite Claudia Mery as member of DEC (Jenni)
   - Email Online Large Class Subcommittee members to Eva Mo. (Melissa)
   - Clarify which committee/council DEC reports to. (Mike)

AREA I: Student Support
4. MS Office 360 Advertising Project
5. Student Orientation to Blackboard Course (“Project X”) (Mike)

AREA II: Faculty Support
6. Online Instruction Cohorts update (Mike)

**AREA III: Technology and Infrastructure**

7. Blackboard Updates (May archiving; WebCT server offline; Blackboard contract)
   - Joshua helping with File Size

**AREA IV: Governance, Guidelines and Budget**

9. Senate Rep (Eva)
   - Large class provisions online
10. Curriculum Rep (Shelley)
11. College Council (Mike)
12. Grant Update (Jenni)
13. MJC Technology Committee?
14. Items for next agenda