Distance Education Committee Meeting Agenda
November 3, 2014
Library Basement, Room 10
2:30-4:30 p.m.

1. Agenda Approval

2. Review Minutes of Previous Meeting

3. Reports on Action Items from Previous Meeting
   - Begin training tutors to use JoinMe (Shirley. This goes back to April)
   - Relay information about using percentages for evaluation cycle to the YFA representative. (Mike)
   - Work with Becky to get her Online Instructor of the Year video and bio posted to the MJC DE Website (Mike)
   - Email Melissa Beach to ask that she email Claudia Mery future DEC meeting dates. She will copy Francisco and Claudia on the email. (Jenni)
   - Request the name change from Distance Education Advisory Committee to the Distance Education Committee to the College Council (Mike)
   - Mike to recommend to the College Council on behalf of the Distance Education Committee that the MJC Technology Committee be reconstituted so that they can discuss advertising to students MS Office 365 and OneDrive. Mary and Iris to recommend to the Academic Senate (Eva Mo who sits on Senate) on behalf of the Distance Education Committee that the MJC Technology Committee be reconstituted so that they can discuss advertising to students MS Office 365 and OneDrive. (Mike, Mary, Iris)
   - Recommend to James Todd that Jenni Abbot be appointed as a DEC representative to sit on the Student Success and Equity Committee. (Mike)
   - Clarify with College Council who the DEC should be reporting out to. (Mike)
AREA I: Student Support
4. MS Office 365 Project Update
5. Student Orientation to Blackboard Course (Mike)

AREA II: Faculty Support
6. Online Instruction Cohorts update (Mike)
7. Continuing Education (Leslie)

AREA III: Technology and Infrastructure
8. Blackboard Updates
9. OEI Update: http://ccconlineed.org/ (Mike)

AREA IV: Governance, Guidelines and Budget
10. Grant Update (Jenni)
11. Senate Rep (Eva)
   - Large class provisions online subcommittee
   - Senate Resolution online load factor: http://www.mjc.edu/governance/academicsenate/resolution_fl14_a_new_policy_regarding_online_load_factor.pdf
12. Curriculum Rep (Shelley)
13. College Council (Mike)
   - College Goals and Objectives from College Council October 14: https://www.dropbox.com/s/d572y1gpo2ifevg/MJC%20College%20Goals_Draft%2010-14-14.docx?dl=0
14. Program Review (Mike)
15. Items for next agenda