Distance Education Committee Meeting Agenda
September 8, 2014
Library Basement, Room 10
2:30-4:30 p.m.

1. Welcome New and Returning DEC Members
2. Agenda Approval
3. Review Minutes of Previous Meeting
   • https://www.dropbox.com/s/g8x5e9634s5sct1/Unapproved%20DEC%20Minutes%204-7-14.docx?dl=0
4. Reports on Action Items from Previous Meeting
   • Begin training tutors to use JoinMe (Shirley)
   • Establish the Online Education Award (Iris, Shirley, Mike, and Brenda)
   • Update the Start Here! module (Mike and Letitia)
   • Complete and deploy the Student Online Diagnostic (Joshua and Mike)
     • http://mjc.edu/instruction/online/readinessquiz.php
   • 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

AREA I: Student Support
5. Online Student Services Update
   • Website and Electronic Forms Update (Martha and Joshua)
6. MS Office 360 Advertising Project
7. Student Orientation to Blackboard Course (“Project X”) (Mike)

AREA II: Faculty Support
8. Spring and Summer 2014 Online Instruction Cohorts update (Mike)
9. Highlighting the Online Instructor of the Year on the DE Website (Mike)
10. Certified Online Instructors List (Mike)
AREA III: Technology and Infrastructure
11. Updates from Mike (May archiving; WebCT server offline; Blackboard contract)
   • Joshua helping with File Size
12. OEI Update: http://ccconlineed.org/

AREA IV: Governance, Guidelines and Budget
13. Updating the DE Plan (Checking off Accomplishments) for Mid-Term Report (Mike)
    https://www.dropbox.com/s/fz0q8yoyxzebrky/MJC%20DE%20Plan%20Revised%20Sept%202010%2C%202014.docx?dl=0
14. Senate Rep (Eva)
   • Large class provisions online
15. Curriculum Rep (Shelley)
16. College Council (Iris from April; Mike takes over in Fall)
17. Grant Update (Jenni)
18. Items for next agenda