Distance Education Committee Meeting Agenda  
December 1, 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)
   - Ask Academic Senate to show Becky Ganes’s online bio and video tour of her course. Mike contact Linda Hoile to add to MJC News webpage. (Eva, Mike)
   - Talk with DSPS staff and share with DE what the main issues are in online classes for students with disabilities. (Claudia—She will present for 10-15 minutes at today’s meeting, focusing on alternate media, who qualifies, and examples of alternate formats)
   - Request College Council change name from DEAC to DEC (Mike)
   - Clarify with College Council who the DEC should be reporting out to. (Mike)
   - Check with Susan about placing an advisory about the Online Readiness Quiz link on DE courses in PiratesNet. (Mike)
   - Add the @One Online Certification Program to the Faculty DE website. (Joshua)
   - Investigate program review with Susan Kincade and report back at next meeting. (Mike)

AREA I: Student Support

4. MS Office 365 Project Update (see #9 below)

5. Student Equity Plan draft (Mike and Senate reps?)

6. Registering for Columbia College classes in PiratesNet (Leslie)

AREA II: Faculty Support
7. Online Instruction Cohorts update (Mike)
8. Continuing Education (Leslie)
9. Distance Technology Advisory Committee Report (Jenni, Brian, Joshua, Mike)

**AREA III: Technology and Infrastructure**
10. Blackboard Updates

**AREA IV: Governance, Guidelines and Budget**
12. Grant Update (Jenni)
13. Senate Rep (Eva, Leslie, Iris, Mary)
   - Large class provisions online subcommittee update
14. Curriculum Rep (Shelley)
15. College Council (Mike)
16. Items for next agenda