1. Review Minutes of Previous Meeting
   The minutes were accepted.

**AREA I: Student Support**

2. Online Student Services Workgroup Update
   The group met and discussed how to put all MJC forms online. Brian Hill at Central Services was looking into an Adobe solution. The group also discussed re-organizing and centralizing student service-related items on the MJC web page.

**AREA II: Faculty Support**

3. Online Course Review Survey Results
   The reviews confirmed for faculty how difficult the process was for everyone. We discussed how to best distribute the information and decided on sending a link to the survey, which would be housed on the DEAC SharePoint. Jenni will try to summarize the content and provide access to the raw data itself.

4. Review & Revise:
   a. Online Course Review Process Flowchart
      Jenni, Leslie, and Mike presented the draft flowchart. A good discussion followed and several changes suggested. Jenni will revise the flowchart and present it again at the next meeting.
   b. Minimum standards for Online Courses
      Laura, Kim, and Mary reported having met briefly about the minimum standards rubric. They needed more time and will have a draft for the next meeting.

**AREA III: Technology and Infrastructure**

5. LMS Review Process
   a. Canvas/Moodle Pilot update
   b. Desire 2 Learn Demo
   c. RFP process
   d. Rubric
   Mike and Jenni briefly updated the committee that the pilots were ongoing and that D2L wanted to give a presentation. The committee suggested possibly having D2L come to a future meeting. Mike and Jenni said they would attend the first presentation and report back to the committee.
AREA IV: Governance, Guidelines and Budget

6. Formalize Constituency Group Reps on DE Committee
   We ran out of time for this issue.

7. Name Change – Distance Ed?
   We ran out of time for this issue.

8. Items for next agenda