DE Committee Meeting Agenda  
November 4, 2013  
MM Conference Room A  
2:30-4:30 p.m.

1. Welcome New Members Cece Hudelson-Putnam (Dean, BBSS) and Letitia Miller (Part-Time Faculty, Curriculum Representative)

2. Review Minutes of Previous Meeting
   - [https://www.dropbox.com/s/9gglj8te0ov23xm/Unapproved%20DEC%20Minutes%2C%2010-7-13.docx](https://www.dropbox.com/s/9gglj8te0ov23xm/Unapproved%20DEC%20Minutes%2C%2010-7-13.docx)

3. Reports on Action Items from Previous Meeting
   a. Get approval from CSEA to make Joshua CSEA rep (Mike)
   b. Change meeting times through fall semester (Amy)

**AREA I: Student Support**

4. Online Student Services Update
   a. Website and Portal, Electronic Forms, Video conference tutoring and counseling (Martha and Joshua)

5. Updating the Start Here Module (Mike)

6. Creating a Student Online Diagnostic (Mike and Cheryl)

**AREA II: Faculty Support**

7. Camtasia and Voicethread purchases

8. Online Evaluation Training

9. Spring and Summer 2014 Online Instruction Cohorts

**AREA III: Technology and Infrastructure**

10. Updates from Mike (Blackboard: archiving old courses, Bb rubrics, universal shells, CVC Announcement, Website “Thank You Amy”)

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

11. College Council (Iris and Mike)

12. Grant Update (Jenni)
13. Dropping Online Students (Financial aid fraud)
14. Proposed YFA Contract DE Article (Susan and Iris)
15. SARA
16. New California DE Report August 2013:
   http://extranet.cccco.edu/Divisions/AcademicAffairs/InstructionalProgramsandServicesUnit/DistanceEducation.aspx
17. Items for next agenda