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

1. Review Minutes of Previous Meeting
   - https://www.dropbox.com/s/3zvrif8yqow0sm2/Unapproved%20DEC%20Minutes%2011-4-13%20283%20.docx

2. Reports on Action Items from Previous Meeting
   a. Start Here Module Subcommittee (Mike—see below)
   b. Student Online Diagnostic Subcommittee (Mike—see below)
   c. Look into Adobe Premiere Elements (Mike)
   d. Notify Deans about spring online cohort applications (Mike—see below)
   e. Investigate how many students live in other states (Mike—see SARA below)
   f. Look into hybrid definitions and possibilities (Mike)
   g. Report highlights of the new DE Report (Mike—see below)

   **AREA I: Student Support**
   3. Online Student Services Update
      a. Website and Portal, Electronic Forms, Video conference tutoring and counseling
         (Brian, Martha, and Joshua)
   4. Updating the Start Here Module (Mike, Letitia, Kim, and Eva)
   5. Creating a Student Online Diagnostic (Mike, Cheryl, Brian, Shirley, and Joshua)

   **AREA II: Faculty Support**
   6. Camtasia and Voicethread purchases (Mike and Amy)
   7. Online Evaluation Training (Mike)
   8. Spring and Summer 2014 Online Instruction Cohorts (Mike)

   **AREA III: Technology and Infrastructure**
   9. Updates from Mike (Blackboard: archiving old courses Dec 17, SP13 upgrade, CVC)
AREA IV: Governance, Guidelines and Budget

10. Curriculum Rep

11. College Council (Iris and Mike)

12. Grant Update (Jenni)

13. SARA (Mike)

14. New California DE Report August 2013 highlights (Mike)

   http://extranet.cccco.edu/Divisions/AcademicAffairs/InstructionalProgramsandServicesUnit/DistanceEducation.aspx

15. Items for next agenda