DE Committee Meeting Agenda  
February 3, 2014  
MM Conference Room A  
2:30-4:30 p.m. 

1. Welcome and Introductions, Agenda Approval

2. Review Minutes of Previous Meeting

3. Reports on Action Items from Previous Meeting
   a. Hybrid possibilities (Mike)
   b. Start Here Module (See below)
   c. Student Online Diagnostic (See below)
   d. Voicethread and Camtasia (See Below)
   e. Deans Online Evaluation Training (See Below)
   f. Spring 2014 trainings (Mike)
   g. OTC 2014 Conference (Mike)

**AREA I: Student Support**

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

5. Updating the Start Here Module (Mike, Letitia, Kim, and Eva)
   a. [https://docs.google.com/document/d/1U7UEEvPY8Noe2_DtD1a8vf6X8n7swjQryayGiroN4/edit?usp=sharing](https://docs.google.com/document/d/1U7UEEvPY8Noe2_DtD1a8vf6X8n7swjQryayGiroN4/edit?usp=sharing)

6. Creating a Student Online Diagnostic (Mike, Cheryl, Brian, Shirley, and Joshua)
   a. [https://docs.google.com/document/d/1IF2uxG1X92EP786w3NC1PBpqDQuUNOTxihGGRHaS4E/edit?usp=sharing](https://docs.google.com/document/d/1IF2uxG1X92EP786w3NC1PBpqDQuUNOTxihGGRHaS4E/edit?usp=sharing)

7. Writing Center Online Tutoring (Mike)

8. Embedded Librarian (Iris)

9. Helpdesk Hours Update (Cheryl)
AREA II: Faculty Support
10. Camtasia and Voicethread purchases (Mike and Amy)
11. Online Evaluation Training (Mike)
12. Spring and Summer 2014 Online Instruction Cohorts (Mike)

AREA III: Technology and Infrastructure
13. Updates from Mike (Blackboard: archiving old courses Dec 17, SP13 upgrade, CVC)

AREA IV: Governance, Guidelines and Budget
14. Large online classes and publisher content (Mike)
15. Curriculum Rep (Shelley)
16. College Council (Iris and Mike)
17. Grant Update (Jenni)
18. SARA (Mike) http://www.nc-sara.org/
19. Items for next agenda