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

1. Agenda Approval

2. Review Minutes of Previous Meeting

3. Reports on Action Items from Previous Meeting
   a. Follow up with B. Demoss on Datatel related forms (Mike)
   b. Contact a faculty liaison as well as Bruce Anders in regards to online tutoring (Shirley)
   c. Communicate with Barbara Jensen about online tutoring in the Writing Center (Shirley)
   d. Contact Susan Kincade about Blackboard morning hours (Mike)
   e. Contact Brian in regards to Web CT server archiving (Mike)
   f. Talk with Barbara Adams about checking courses as appropriate for online instruction (Shelley)

**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)

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. Online Class Librarian update (Iris and Mike)

**AREA II: Faculty Support**

8. Faculty online evaluations (Mike)
9. Spring and Summer 2014 Online Instruction Cohorts update (Mike)
10. CCCCC Online Student and Faculty Satisfaction Survey (Mike)
11. Online Instructor/Course Award (Mike)
12. Columbia College DE Summit (see flier below)

**AREA III: Technology and Infrastructure**

14. Updates from Mike (May archiving; [ETC2014! Conference](http://www.etc2014.org); DE Coordinators presentation)

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

15. Substantive Change Report (Mike/Jennifer?)
   
   [https://www.dropbox.com/s/nen6zd3eug3dubkJn%20Change%202014%20Final%20Draft.doc](https://www.dropbox.com/s/nen6zd3eug3dubkJn%20Change%202014%20Final%20Draft.doc)

16. Senate Rep (Eva)
17. Curriculum Rep (Shelley)
18. College Council (Iris)
19. Grant Update (Jenni)
20. Items for next agenda
Distance Ed Summit

This is an opportunity to collaborate and openly discuss the state of Columbia College's Distance Education Offerings, best practices, and both state and national trends.

GUEST PRESENTERS:
Pat James-Hanz Strategy Consultant for Mindwires and WICHE
Cooperative for Education Technologies, Retired Dean of Library, Technology and Distance Ed, Mt. San Jacinto College

Beth Smith President, Academic Senate for California Community Colleges, Professor of Mathematics, Grossmont College

DOGWOOD THEATER | 1:30 PM
Informational Topics
Welcome / Dr. Angela Fairchilds
Introduction / Dr. Leslie Buckalew
State of Distance Education at Columbia College / Melissa Colon & Diana Sunday
Statewide Academic Senate Perspective / Beth Smith
State and Federal Regulations and Trends / Pat James-Hanz
Best Practices / Dr. Joe Ryan, Professor of Chemistry, and Danise Rapetti, Professor of Nursing

SUGAR PINE, ROOM 126 | 3:00–5:00 PM
Interactive Topics & Next Steps
Online Services
Regular Effective Contact
Student Authentication
Separate Approval
Hybrid and Flipped Courses
Last Date of Attendance in Online Classes
Instructor Preparation
Student Preparation
State and Federal Regulations
MOOCs
Online Education Initiative