

Distance Education Meeting
Minutes

Date: October 21, 2011

Location: ITC

Time: 11:00 – Noon

Attendance: Jim Toner, Judy Reiman, Jake Beck, Meryl Soto, Teresa Borden, Melissa Colón

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Quality Matters Rubrics for online development and online teaching evaluations	Teresa	<p>We went through all 7 of the rubrics and decided upon 4 of them to test drive. Some of us will look over all of them and identify best practices and features, others will pick one they like for a trial self-eval and a few have agreed to evaluate each other's online classes with one of the rubrics of their choice.</p> <p>The idea is to look them over and do some test driving. In the next DE Committee set for Friday, November 4th, we will discuss what we liked and didn't like. Then we can decide if we would like to go forward with creating and combining the "best of the best" into one rubric document from all the examples or create several rubric styles to choose from.</p>	<p>Everyone will test drive and/or look over the rubrics</p> <p>(completion goal spring 2012)</p>
Online Student Handbook	Melissa	<p>The Online Student Handbook was handed out in hard copy for the committee to review and get back to Melissa.</p>	<p>Will be posted by the end of the semester, December '11.</p>

Meeting Meetings by Melissa Colon, October 21, 2011

Next DE Meeting, November 4, 11-Noon, 2011

Together we will work on practical solutions. Your contribution is appreciated!