

**Columbia College**  
**Distance Education Committee Meeting**

**Date:** Friday, October 22, 2010

**Location:** ITC

**Time:** 10:00 am – 11:00 am

**Attendance:** Jake Beck, Teresa Borden, Alex Campbell, Judy Reiman, Roberta Worth, Peter Lee, Melissa Colon

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Student Representative to the Committee		<ul style="list-style-type: none"> <li>• Just want to say again we are so happy to have Roberta Worth as our student representative to the committee.</li> </ul>	
Worked on the Distance Education Plan	Melissa Colon	<ul style="list-style-type: none"> <li>• Distance Education Plan Updated</li> </ul>	Melissa posted the two documents on Googledocs (see below) for the committee to work on collaboratively. Next committee meeting we will wrap up the plan.
Online Services – Health Services	Kirsti Dyer	<ul style="list-style-type: none"> <li>• We will continue to work with Lauren and Kim to help provide online health service ideas. The Health Office has a special nurse box for online students to be able to email in health questions and needs ideas for getting this information out to online students.  <a href="mailto:ColumbiaNurse@yosemite.edu">ColumbiaNurse@yosemite.edu</a></li> <li>• We are not permitted to waive health fees for online students due to a variety of reasons which include student services are important for all students and there are services currently online students can utilize if possible.</li> </ul>	Ongoing
Blackboard Survivor’s Party	Melissa Colon	<ul style="list-style-type: none"> <li>• Melissa would like to have a BB survivor’s party on Thursday, December 16<sup>th</sup> to celebrate all of the efforts and hard work that the online faculty has experienced with the transition to Blackboard 9.1.</li> </ul>	DE Committee helps to plan
Ways to support online students	Melissa Colon	<p>Support already available:</p> <ul style="list-style-type: none"> <li>○ MJC Help Desk</li> <li>○ F2F Student Orientations</li> <li>○ Virtual CCC Confer Orientations</li> <li>○ Student Tutorials</li> <li>○ Getting Started Learning Modules</li> <li>○ Pre-Instructions on Faculty Web pages</li> </ul> <p>New Ideas:</p> <ul style="list-style-type: none"> <li>○ Short animated BB 9.1 orientation as student enrolls to view</li> </ul>	Need to continue brainstorming and implementing additional support for students for spring

		<ul style="list-style-type: none"><li>○ Tutor available in the library afternoons until closing to help with online students</li><li>○ Blackboard Demo Class</li><li>○ Virtual Office Hour for General Help and Support</li><li>○ Pre Skills Assessment</li><li>○ Make sure all students sign up for email as they register for classes</li></ul>	
Next Meeting		<p style="text-align: center;"><b>The next DE Committee meeting will be held on Friday, November 12, 10am-11am, 2010</b></p> <p>Future Goals and Topics for the committee:</p> <ul style="list-style-type: none"><li>● Finalize Distance Education Plan</li><li>● Announce Browser Check created by Jake Beck</li><li>● Discuss Student Support and what is needed for spring</li><li>● Start discussing Distance Education Handbook</li><li>● Community Building and Networking</li><li>● New Cohort planned for spring</li></ul>	All DE Committee Members

URL to GoogleDocs for DE Plan:

<https://docs.google.com/leaf?id=0B0lZgTZ8AUfCNTY0MjQwMzEtZWVhYi00MzZmLWlOY2MtNTUyNWY2MTUxZWJh&hl=en&invite=CLaYz64E>