

Columbia College
Distance Education Committee Meeting

Date: Friday, October 8, 2010

Time: 10:00 – 11:00 am

Location: ITC

Attendance: Alex Campbell, Melissa Colon, Kasey Fulkerson, Judy Reiman, Roberts Worth (student)

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Introductions	Melissa Colon	Melissa had everyone introduce themselves. Melissa thanked, Roberta Worth for attending the meeting as a student representative. The DE committee has needed a student representative for some time and they were grateful for Roberta's presence/input.	N/A
Updating the Distance Education Plan	Melissa Colon	The committee discussed how best to update the plan, while retaining historical data. It is important to update it without losing sight of the progress along the way. Alex Campbell gave Melissa various ideas on how to do this and will work with her as needed on formatting. The committee continued to update the DE plan for a majority of the meeting. Melissa will continue to work on the plan over the next couple of weeks in an effort to format the document, i.e., inserting page numbers, etc.	Melissa Colon – Ongoing
Blackboard Update	Melissa Colon	Melissa's main focus has been to stabilize the Blackboard 9.0 upgrade. Regular meetings have been held with Blackboard. They are aware of all of the issues Columbia is having and are prioritizing/working on them. Melissa will be piloting a virtual online orientation/training. Those interested are encouraged to take advantage (students/faculty, alike).	Melissa Colon – Ongoing Students/Faculty
Next Meeting		The next DE Committee meeting will be held on Friday, October 22, 2010 – 10-11am	All DE Committee Members – 10/22/10

Attachment: Distance Education Plan (process of updating)

Minutes respectfully submitted by:

Kasey Fulkerson, Recording Secretary (Title III Grant) _____

10/13/10 _____