

Columbia College
Distance Education Committee Meeting

Date: Friday, November 12, 2010

Time: 10:00 am – 11:00 am

Location: ITC

Attendance: Alex Campbell, Roberta Worth & Melissa Colon

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Finalized the DE Plan	Melissa Colon	<ul style="list-style-type: none"> Sent to Alex Campbell for review and formatting comments 	When reviewed and approved will send to Wendy for posting to the CC Website.
Discussed new upfront student support and possible course evaluations to be taken by students at the end of each online class for instructors.	Melissa Colon	<ul style="list-style-type: none"> Melissa found a sample student evaluation and has implemented it in Blackboard and is ready to share with instructors upon request. She will announce in the next Monday, November 22nd, Alerts, Announcements and Opportunities email. 	Survey copied per instructor's request. Future: discuss and work on exit surveys to track student's reason for dropping online courses.
Video clip for student success	Roberta Worth and Melissa Colon	<ul style="list-style-type: none"> Roberta Worth has volunteered to be videotaped on a segment, what students need to know about being an online student. 	Friday, November 19 th to videotape. Will be available for spring semester.

Meeting Minutes by Melissa Colón

November 15, 2010