

Distance Education Meeting
Minutes

Date: November 18, 2011

Location: ITC

Time: 11:00 – Noon

Attendance: Jim Toner, Judy Reiman, Meryl Soto, Melissa Colón

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
LMS District Meeting	Melissa	<p>Tuesday, November 29th, 2:00-5:00, at the Bianchi Center in Oakdale Kathy Schultz, Jana Connell, Teresa Borden and I will attend the LMS Committee Meeting. I sent these suggested agenda items to Gina Rose.</p> <p>Suggested Agenda Items:</p> <ul style="list-style-type: none"> · MJC Survey Results for Blackboard Satisfaction – Jim · Custom Login Page – Everyone (I’m collecting feedback from faculty) · Quality Matters Rubric Test Drives for Online Faculty - Melissa · Spring Retreat for MJC and CC Online Faculty · District Plans for Blackboard Contract Renewal (Blackboard Collaborate) · Blackboard Issues – Everyone · Interest in VoiceThread – Jim & Melissa <p>LMS Meeting Minutes from the LMS Meeting will be available at our next DE Committee Meeting, December 2, 2011.</p>	Melissa Colon, Kathy Schultz, Jana Connell, Teresa Borden
Quality Matters Rubrics	Everyone	<p>The DE Committee will plan a Lunch & Learn spring Flex-Activity Workshop on “Quality Matters” Rubrics to help faculty strengthen their online course development, view new approaches to online teaching and partner with others for future reference and support.</p> <p>We will highlight the importance of sharing how others use the communication tools for community building and effective contact, set up their grade book, utilize new tools, assessments and best practices, just to name a few.</p> <p>Participants will receive:</p> <ul style="list-style-type: none"> • Jump drive with materials loaded • Lunch • Flex-Credit 	Melissa will integrate and create a draft of the YFA Approved Evaluation Rubric along with the online course peer eval example including details and ranking 1-4 for each item within the 4 categories for the next meeting for the committee’s review.

Upcoming Events:

Rubrics for “Cupcakes” Workshop, 9-11, Friday, December 2, 2011

Meeting Minutes by Melissa Colon, November 18, 2011

Next DE Meeting, December 2, 11-Noon, 2011

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