

Distance Education Meeting  
Minutes

Date: November 4, 2011

Location: ITC

Time: 11:00 – Noon

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

| Agenda Item/Topic  | Presenter            | Discussion/Presentation  | Follow-up/Time Frame   |
|--|----------------------|--|--|
| LMS District Meeting   | Melissa              | Save the Date, Tuesday, November 29 <sup>th</sup> , in the afternoon, Oakdale. Agenda to be determined.  | Melissa will send out the official invite when she receives confirmation on date.      |
| Online Student Handbook  | Melissa              | Melissa sent handbook link to Melissa Raby and Tom Kimberling. DE Committee and counselors were provided an opportunity for feedback. Melissa will send out to everyone once acknowledged by Admin.  | Completed and Posted on the Distance Learning Web site under Student Resources.        |
| Quality Matters Rubrics for online development and online teaching evaluations | Committee Discussion | We discussed some of the rubrics we tried and decided we will continue to test drive until the following meeting.  | Everyone will continue to test drive and report back on November 18 <sup>th</sup>      |
| Tutorial Repository  | Melissa              | There is a need to continue to provide a repository of tutorials for our students instead of each instructor duplicating the efforts.  | Everyone will contribute tutorial ideas to add to the Blackboard Help Center Web page. |
| Technology Training for Instructors and Students                               | Meryl                | An idea came up to offer flex-activity credit to attend a virtual training session to learn how to use a synchronous communication tool. As we look into an interactive orientation we discussed basic technology skills our students need to be successful before they take online classes. | Everyone will provide feedback next meeting  |

Meeting Minutes by Melissa Colon, November 4, 2011

Next DE Meeting, November 18, 11-Noon, 2011

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