

Distance Education Meeting  
Minutes

Date: December 2, 2011

Location: ITC

Time: 11:00 – Noon

Attendance: Kathy Schultz; Teresa Borden, Judy Reiman, Meryl Soto, Melissa Colón

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
LMS District Meeting	Kathy & Melissa	Kathy Schultz helped to articulate the discussion at the LMS meeting we had with District, MJC and CC personnel. The meeting minutes will be attached with the DE Meeting Minutes.	Melissa Colon, Kathy Schultz, Brian DeMoss
Feedback for Blackboard Login Page	Kathy	Custom Login Page- There was definitely some confusion as to what action was agreed upon in a prior meeting. Josh has indicated that adjusting the CSS of the current page is quite difficult and we cannot just “add some links” to the generic BB page. He somewhat recreated the old WebCT login page for a quick fix but a total page redesign would take about 6 months because of all the other items on his plate. MJC is really missing the information and links from the old login page because they do not have a Faculty/Staff or DE area on the overall MJC website which is where Columbia has many of their faculty and student resources for DE. We will send some of our content suggestions on the mock up we saw to Josh/Jim but the consensus was to continue work on a totally redesigned page.	Feedback will be sent before the end of the semester by Melissa. Some of it has already been collected.
Quality Matters Rubrics	Teresa & Meryl	The Committee is continuing to plan the spring flex-activity and revise the QM rubrics to be used in the workshop. It was suggested that we add additional links to the document to provide “Examples of Evidence” to look for. This was one of the features included in one of the QM rubrics we reviewed that everyone agreed was very helpful.  Our focus will be <b>Peer Support</b> rather than Peer Evaluation.	Melissa will add additional links to various portions of the document in order to provide more “Examples of Evidence.”

Joint LMS Retreat in Spring 2012		We further discussed our joint retreat and the general sentiment was to have it earlier in spring in order to work together on LMS solutions and share distance learning progress and techniques among colleagues.	Melissa will propose meeting earlier in the semester to Gina and Jim.
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Upcoming Events:  
Final's Week

Meeting Minutes by Melissa Colon, December 2, 2011  
Next DE Meeting, Spring Semester TBD

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