

Columbia College
Distance Education Committee Meeting

Date: Friday, December 4, 2009

Time: 10:00 am – 11:00 am

Location: ITC

Attendance: Jake Beck, Melissa Colon, Kathy Schultz, Kirsti Dyer, Peter Lee, Judy Reiman

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
FYI	Melissa Colon	<p>Update on the following:</p> <ul style="list-style-type: none"> • Volunteers for "Who's Who" Informational Flex-Activity scheduled for Friday, January 8th 9-10 in Fir 3. <ul style="list-style-type: none"> ○ Joe Ryan-Chemistry ○ Gene Womble-Hospitality ○ Meryl Soto-English ○ Teresa Borden-Spanish ○ Nate Rien-Health & Performance • Disability Awareness Training with Lisa Smusz is rescheduled for Friday, January 8th, two sessions in Cedar 1, 10-Noon and 1-3. • Draft of Distance Learning eNewsletter was presented. Melissa would like to send this out to keep everyone informed and showcase each of our online instructors as part of their assessing their innovative projects they proposed during the cohort training and to meet Title III objectives. • Edustream Training for fall cohort will be Monday, 12/7 2-4, 12/8 9:30-11:30, 12/9 12:30-2:30, 12/10 9:30-11:30. The DE Committee members were invited to join. Additional Training will be conducted in the spring. • Friday, December 11th Melissa will host an "Open House" for Online Cohorts and Instructors to stop by to talk with fellow colleagues, work on their online classes, have lunch, and pick up their payroll claims for the first stipend. 	<p>Melissa will be working on a description to include in the Flex-Day packet</p> <p>Melissa will change the color scheme for the DE Newsletter to match the Columbia College Web site per request</p>
Academic Integrity	Kirsti Dyer Melissa Colon	<ul style="list-style-type: none"> • Discussion ensued about the Academic Senate response to the brief Academic Integrity presentation. There was a sub-committee from within the AS formed and will bring back recommendations to the senate in January. Kirsti put together a sample Integrity Web page that could be posted on our Columbia College Web site. The DE Committee will review. The estimated cost for the posters and graphic design is ~\$150 dollars for ~20 posters per Gail Segerstrom. 	<p>Melissa will explore using some funds from Title III for hardcopy and electronic posters.</p> <p>Kirsti will fill out an AWE Proposal form to enlist</p>

			support and funding from the BSI/AWE Steering Committee.
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	Jake Beck	<ul style="list-style-type: none"> The Dear Online Student email was presented by Jake Beck. Faculty will be able to use the standard email template we have been working on and/or also send their own email blasts to the list of their online and face to face students. <p>Target Launch Date will be the week of In-service, January 8th. Possibly some beta-testing will be taking place in the next few weeks before end of fall 2009 semester.</p>	Jake is still awaiting Datatel access from district to complete the project.
Next Meeting		<p>The next DE Committee meeting will be held on Friday 1/15</p> <p>Future Goals for the committee:</p> <ul style="list-style-type: none"> Academic Integrity Awareness Recommendations Implemented Strategy for migrating to BB 9 in fall 2010 Copyright and Fair Use Guidelines Accessibility & Universal Access Guidelines Update/Review DE Plan Training Plan & Mentors for Summer Fall 2010 Breakouts/Flex-Activities for Online Instructors 	All DE Committee Members

Attachments:

1. Academic Integrity Web page from Kirsti Dyer
2. EduStream End User Agreement created by MJC-Permission Pending