

DE Meeting Minutes

Date: Feb.1-2013

Location: ITC

Time: 10:30

Attendance: Teresa Borden, Melissa Colón, Jim Toner, Kathy Schultz, Roberta Worth, Wendy Griffiths-Bender, Judy Reiman

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Update of DE negotiations phone meeting with the District and MJC	Melissa	Melissa recaps the discussion she had on the phone with Gene Womble, Emily Malsam about DE negotiations on the contract. All DE instructors are welcome to attend the next DE Negotiations meeting. Discussion about contracts and class size, etc., See 2 nd page for information on contractual language topics.	Invited to second phone call in the ITC on March 8 th , 8 am
Title III Goals/Joint DE meeting	Melissa	We want to set up another joint DE meeting with MJC. Will look at some dates for the meeting. We may hold off on another online survey since there was a recent online student services survey sent out in the fall. The new Blackboard Enterprise survey can be implemented in the classroom or deployed to the district or individual classes. It would be very helpful if we could all share survey results.	Melissa will check with Mike Smeshammer Melissa will check and see if the Enterprise Survey is available to the instructors in their online classrooms
Online Student Success Ideas- Student Eval Survey Orientations Recommendations	Melissa	What's working for student success? Improvements? Students have told Melissa that instructors who have an instructional video with directions really helps them become familiar with the online environment quickly.	
Online Orientations Update on Flex-activities and training	Jim Toner	During a discussion about the online classroom, Jim Toner showed the committee members his welcome video done with Screen-Cast-O-Matic. (http://www.screencast-o-matic.com/) He put together a very informative video that goes through his classroom link by link as he shows the students the classroom and how to navigate through it.	Melissa will work to include this tool and technique in the faculty training.

Upcoming Events: DE conference call March 8, 2013

Meeting Minutes by: Jana Gale Connell

Next Meeting: Friday, Feb. 22, 10:30

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

Concepts found in DE contract language:

1. Definition(s)
2. Class Size
3. Development of DE classes
 - a. Application process?
 - b. Approval of courses prior to going live?
 - c. Ongoing training requirements?
 - d. Peer review
4. Scheduling of assignments
5. Training? Stipends? Release time? Professional development? Mentorship program?
6. Tech support
7. DE load limits per faculty
8. Online office hours
9. District responsibilities vs. faculty responsibilities
10. Evaluation of DE classes
11. DE Coordinator Position
12. When can deans access online classes?
13. limits of preps online?
14. interaction standards?
15. shared governance responsibilities?

Please be sure to have read (or browsed) the contract language provided, so we can talk about examples we like and areas we wish to spend more time discussing. Thank you so very much in advance for this.

See everyone on March 8th from 8:00-10:00 am in Ansel Adams 206.

EM