

Meeting Minutes
DE Committee

Date: 2/03/12

Location: ITC

Time: 11:00 – Noon

Attendance: Jim Toner, Melissa Colón, Teresa Borden, Sylvia Watterson, Roberta Worth, and Meryl Soto on Skype

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Planning Best Practices/Quality matters Workshop	Melissa Colón	Discussion on how to promote the workshop with flyers, E-mail blasts, etc. Google docs will be used to sign up for one of the “7 Best Principles”. Ten minute presentation per presenter. What should the last part of the hour be used for? The committee is still discussing and most agreed the workshop needs to be interactive. Introductions, overview etc. Voicethread can be used, Eyejot, Packets, jump-drives etc. can be used to help interest instructors. Buckeye 4 is reserved from 10- 2 pm. Workshop is from 11-1. An informational Web page will be created to host resources, links, tutorials and video of the presentations.	Melissa has reserved Buckeye 4, and will set up Google Docs to plan the presentations, who would like to present what. Save the date reminder will be sent out next week.
Blackboard Custom Login Page	Melissa Colón	Find examples of a prototype-Jim Clarke retiring etc. Melissa will bring examples to new VP and Brian DeMoss. It will be a slow design process since both Jake (CC) and Josh (MJC) are impacted and busy. New Web Focus committee starting up –Melissa will bring this up at the meeting as well. Custom Login page example we liked: https://blackboard.moravian.edu/webapps/login/	All DE Committee Members will send examples of custom login pages they like to Melissa.
April Joint Spring Retreat	Melissa Colón	We need to keep in contact with our sister school MJC. DE Committee to help plan a retreat along with other interested faculty. The idea is to have collaborative sessions where we can share ideas and best practices. What is a good day for the instructors? Fridays are good for most. Melissa will send some tentative dates to Gina Rose and Jim Clarke. Either the 6th or the 13 th of April. Morning of the 13 th seems to be the best choice. Melissa will let the DEC know what was decided as soon as possible in order to work out teaching schedules and make arrangements for transportation.	Melissa will follow up and send Jim and Gina some tentative dates with the 10-noon retreat, April 13 th . Another alternative but not preferred date is April 6 th morning or afternoon.

Upcoming Events: February 24th, “Write On’ workshop with Rick Rivera and March 30th “Best Practice for Creating An Effective Online Classroom” workshop.

Meeting Minutes by Jana Connell

Next Meeting: February 24th.

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