

Columbia College
Distance Education Committee Meeting

Date: Friday, February 19, 2010

Location: ITC

Time: 10:30 am – 11:30 am

Attendance: Jake Beck, Kathy Schultz,
Judy Reiman, Alex Campbell, Melissa
Colon,

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Email Blast	Jake Beck	<ul style="list-style-type: none"> The Dear Online Student email blast is still on hold due to Jake recoding parts of the program. 	Jake is working with Moises and Eddie at district to resolve some issues.
Academic Integrity	Judy Reiman	<ul style="list-style-type: none"> AI Committee has been meeting and working on Integrity citation. 	Melissa will follow up on IA poster progress.
Turnitin Anti-Plagiarism Tool	Melissa	<ul style="list-style-type: none"> After a short discussion the committee recommends that we will pursue funding for the Turnitin Tool for the next school year. The cost is approximately under \$3000.00 for Columbia College. It will provide an opportunity for all of us to take a look at SafeAssign, BB9's version of an anti-plagiarism tool within the new BB 9 and also allow faculty who do not use BB shells to continue using Turnitin. 	Melissa will follow up with Dennis Gervin to place on budget and Unit Plans
		<ul style="list-style-type: none"> 	
Library Proctoring	Melissa	<p>Guideline Proposal will be given to Brian Greene:</p> <p>Students may arrange to be proctored in the library by setting up an appointment to ensure a computer is available close to the Help Desk.</p> <p>Student shows college ID and signs in and out.</p>	Melissa will look for an example of an open proctoring form from another college to bring to the next committee meeting.
Wait Lists	Melissa	<ul style="list-style-type: none"> Due to the nature of the topic and the sensitivity of classroom enrollment issues and reasons that may be critical to additional faculty justifications it has been decided to bring this issue to the attention of the Academic Senate before making recommendations. 	Need to bring to the attention of the Academic Senate for feedback and input before making recommendations.
Next Meeting		<p>The next DE Committee meeting will be held on Friday, March 5th, 2010</p> <p>Future Goals and Topics for the committee:</p> <ul style="list-style-type: none"> "Open Proctoring" Official Form 	All DE Committee Members

		<ul style="list-style-type: none">• Update on BB 9• Update on IA Posters	
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Attachments:

Meeting Minutes by Melissa Colón

March 5, 2010