

Columbia College
Distance Education Committee Meeting

Date: Friday, March 4, 2011

Location: ITC

Time: 10:30-11:30

Attendance: Alex Campbell, Roberta Worth, Jake Beck, Kirsti Dyer, Teresa Borden & Melissa Colon

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
LMS Update and Rubric	Melissa Colon	<p>There are two documents that are going to be used in the evaluation process. One is a shorter version (LMS Shootout) for the evaluation /presentation process and the other one is a longer, more detailed version (MJC LMS Rubric) for the members of the taskforce committee to review after the presentations. Both are attached.</p> <p>Members of the LMS Taskforce Committee from Columbia College are:</p> <ul style="list-style-type: none"> • Brian Demoss • Meryl Soto • Roberta Worth • Melissa Colon <p>Melissa met with the MJC DE Committee Friday, March 4 and they would like our (CC's) stamp of approval and endorsement on the rubric forms. I shared with them today our concerns to include in the lengthier evaluation rubric under Track Record of LMS and Hosting Services the level of district IT support and training available for both colleges. Everyone is welcome to either join or attend the LMS presentations via CCC Confer.</p>	<p>Melissa sent the documents to the DE Committee and LMS Taskforce for comments and endorsement. There will be a LMS Taskforce meeting set up before the 16th, 17th or 18th shoot out day to go over the format of the presentations.</p>
BBAD Newsletter Brown Bag Andragogy Discussion	Melissa Colon	<ul style="list-style-type: none"> • The next Brown Bag Andragogy Discussion (BBAD) will be on Face to Face, Online, & Hybrid teaching, and will be held on Monday, March 7th, from 12:30-1:30 in the AAC. Big questions may include: Which mode is better and why? How much online/hybrid should we be doing? What are best practices for online education? What should we be doing in the future at Columbia College? What effects (positive and negative) on student learning does a lack of Face to Face contact have? 	<p>March 7th, from 12:30-1:30 in the AAC</p> <p>All interested faculty, staff and students are encouraged to attend.</p> <p>Melissa has put together a Distance Learning Newsletter to hand out during the discussion.</p>
DE Handbook Update	Melissa Colon	<ul style="list-style-type: none"> • The DE Instructor's Handbook has been updated for the 2010-11 year. 	<p>Wendy has posted on the Distance Learning Menu under Faculty Resources</p>

Questions for Technology Survey	Everyone	<ul style="list-style-type: none">The Tech Committee has asked for input for a college wide survey on technology for faculty and staff. The DE Committee drafted up some questions for consideration.	Melissa provided the questions to Brian DeMoss, Technology Director.
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Meeting Minutes by Melissa Colón

March 5, 2011

LMS Rubric Drafts Attached – LMS Shootout & MJC LMS Review