

Columbia College
Distance Education Committee Meeting

Date: Friday, September 10, 2010

Time: 10:00 am – 11:00 am

Location: ITC

Attendance: Jake Beck, Kirsti Dyer, Brian DeMoss, Teresa Borden, Alex Campbell, Melissa Colon,

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
<p>How are things going? Continued to work with issues and focus on the migration from Bb 8 to Bb 9.1 and a successful transition.</p>	<p>Melissa</p>	<ul style="list-style-type: none"> • Discussed how things were going and some of the known issues. • Suggested Strategies: <ul style="list-style-type: none"> ○ Instructor Blog ○ Continued to work with Bb to find solutions to issues and implement them. ○ Continued Notifications to instructors. ○ Mandatory online orientation for students whether imposed by instructor or on a wider global scale. Possibly something as new online students sign up for online classes. 	<p>Melissa, Brian DeMoss and other district IT will be meeting with Bb Consultant each week to try to resolve and fast-track some solutions.</p> <p>Brian/Jake will help with feasibility of developing or implementing a blog for communication of issues and solutions.</p> <p>Melissa will pursue online orientation pre-req with Melissa Raby and Dennis Gervin.</p>
<p>Online Services – Health Services</p>	<p>Kirsti</p>	<ul style="list-style-type: none"> • Discussed possibly working with Laureen and Kim to help provide online health service ideas, and look into waiving student’s health fee if they are fully online students and do not have any face to face classes. 	<p>Melissa will have conversation with Melissa Raby & Dennis Gervin.</p>
<p>Distance Education Addendum – Methods of Instruction</p>	<p>Melissa</p>	<ul style="list-style-type: none"> • The Curriculum Committee asked the Distance Education Coordinator to define in more detail the method of instruction for fully online and hybrid courses. 	<p>Melissa will bring to the next Curriculum Committee for approval.</p>
<p>Next Meeting</p>		<p style="text-align: center;">The next DE Committee meeting will be held on Friday, September 24th, 10am-11am, 2010</p> <p>Future Goals and Topics for the committee:</p> <ul style="list-style-type: none"> • Distance Education Plan Updated • Distance Education Handbook • Identifying a student representative for the committee 	<p>All DE Committee Members</p>

Attachments: Distance Education Plan, Method of Instruction for DEA

Meeting Minutes by Melissa Colón

September 11, 2010