

Distance Education Meeting Minutes

Date: 11/14/14

Location: ITC

In Attendance: Kathy Schultz, Melissa Colón, Jana Connell, Julie Ingber, Teresa Borden, Wendy Griffiths-Bender, Sylvia Watterson, (Judy Reiman, Kirsti Dyer via CCCConfer)

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
<p>Special Flex-Activity</p> <p>Google Drive & Docs</p>	<p>Melissa Colon</p> <p>DE Coordinator</p>	<p>Melissa shared how to use Google Drive to store and create documents such as Word and Slideshows. Everyone was encouraged to edit a Google document and add a “best practice” idea to a slide show.</p> <p>http://bit.ly/1pZPIAk</p>	<p>Handout and tutorials were provided. There will be follow-up training with Melissa in the spring.</p>

Upcoming Events: DE Meeting

Meeting Minutes: Jana Connell/Melissa Colón

Next DE Meeting: December 5th

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