

Distance Education Meeting Minutes

Date: 10/134/2014

Location: ITC

In Attendance: Melissa Colón, , Jana Connell, Jim Toner, Julie Ingber, Karin Rodts, Lindsay Laney, Matt Fox, Anneka Whitmer, Wendy Griffiths-Bender, Sylvia Watterson, Cheryl Devine, Roxanne Bonjean (Skype)

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
<p>Special Flex-Activity – Screencast-o-matic</p> <p>Here are 20 short vid clips on various topics of grammar, punctuation, and usage.</p> <p><a href="http://bit.ly/1smH4Yz">http://bit.ly/1smH4Yz</a></p>	<p>Jim Toner</p> <p>English Instructor</p>	<p>Jim Toner shared how he created his English Grammar Skills video clips using the premium version of Screencast-o-matic, built-in web cam, desktop speaker, and a Wacom tablet and pen.</p>	<p>Handout and follow-up training with Melissa</p> <p>Melissa - DECT Grant for closed captioning</p>

Upcoming Events: DE Meeting / Flex-Activity – “Best Practices” - Friday, October 31st

Meeting Minutes: Jana Connell/Melissa Colón

Next DE Meeting: October 31<sup>st</sup>

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