

Meeting Minutes  
Distance Education Meeting

Date: 3-16-2012

Location: ITC

Time: 11:00 – Noon

Attendance: Jim Toner, Teresa Borden, Meryl Soto, Sylvia Watterson, Melissa Colón

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Friday, March 30 <sup>th</sup> , Quality Matters Workshop	Everyone	The committee worked on finalizing who would be presenting the different 7 of the “Effective Practices” Principle Topics and in what order. The committee is working on posting all the resources on the “Quality Matters” Blackboard shell for use in the workshop and as a resource to refer to afterwards.	Melissa will send out agenda to everyone for review.
Friday, April 13 <sup>th</sup> , Joint DE Committee Meeting	Everyone	A group of us will head to Oakdale on April 13 <sup>th</sup> to join MJC and district personnel on “effective practices” for distance education and other important DE issues.	Melissa will send Gina and Jim the list of participants and who will be presenting as part of our sharing “Effective Practices” across the campuses.

Upcoming Events: Quality Matters Workshop-March 30, 2012 & Joint Distance Education Committee Meeting-April 13<sup>th</sup>, 2012

Meeting Minutes by: Jana Connell

Next Meeting, March 30<sup>th</sup>, 2012

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