

Distance Education Meeting Minutes

Date: February 7, 2014

Location: ITC

In Attendance: Teresa Borden, Kathy Schultz, Melissa Colon, Jana Connell

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Distance Education Summit	Melissa	On Wednesday, March 5 th , 2:00-6:00 Columbia College will host a DE Summit with two keynote speakers, Pat James, former Dean of Information Technology from Mt. San Jacinto & @ONE Consultant (our DE Consultant from the beginning of the T3 grant) and Beth Smith from the Academic State Senate.	The Planning Team will be meeting and researching technology support for broadcasting the event live
Online Development Cohort Status Update	Melissa	19 developers, developing 20 online classes	
Peer Mentor Program Documentation	Melissa	We are moving forward with the Peer Mentor Program, paying each review mentor a stipend of \$200 for a 3 hour review which includes meeting with the mentee. The DE Committee will be reviewing the Peer Mentor Rubric and recommending changes and edits to reflect the development phase rather than after the class is underway.	DE Committee & Mentors reviewing Peer Review Rubric
Online Student Survey	Melissa	Melissa has collected responses from faculty about what they would like to survey online students. This survey will help us understand what we can do to provide and improve student support and online faculty training support.	Diana Sunday and Melissa are working on survey to FO students only to send out by the beginning of March
Showcase - SpeakPipe Voice Email	Melissa	A free tool that allows you to send a voice mail to an email account.	

Upcoming Events: DE Summit, Wednesday, March 5th, 2:00-6:00

Meeting Minutes: Melissa Colon Next DE Meeting: 2/21/2014, 10:30-11:30