

Distance Education Meeting Minutes

Date: Sept. 12, 2014

Location: ITC

In Attendance: Teresa Borden, Melissa Colón, Jana Connell, Jim Toner, Meryl Soto via Skype, Kathy Schultz, Judy Reiman, Debbie Cushman, Wendy Griffiths-Bender, Sylvia Watterson

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Showcase of Jim Toner's English Video Clips	Jim Toner	Jim reviews the process for creating screencasts for student tutorials, using Screencast-o-matic and a tablet or without a tablet.	Jim Toner Flex activity Follow-up
OIE Update	Melissa	<p>Online Educational Initiative- http://CCConlineed.org Columbia College has been invited to be a part of the Tutoring Staging Group. Reviewers will be using the @one rubric for quality online teaching. MJC has been recruited to help since we didn't have the classes on the list.</p> <p>(Please see attachments for OEI rubrics, CID-Approved courses and timeline.)</p>	Melissa and Wendy will be keeping up with the OIE and let the DE committee know the results.
Debrief Mentor & Mentee Program	Melissa	Survey results for Mentor/Mentee program. The mentors & mentees filled out survey forms. Melissa is trying to get all newly hired instructors trained on Blackboard for online teaching & learning. New mentors will be needed for our new online instructors.	Melissa will follow-up
Next Steps for fall semester	Melissa	<p>Mentors for new online instructors identified</p> <p>Instructors Handbook Updated (Google Docs)</p> <p>Students Handbook Updated (Google Docs)</p>	Melissa and DE committee

Upcoming Events: Next DE meeting September 26, 2014

Meeting Minutes: Jana Connell/Melissa Colón

Next DE Meeting: September 26, 2014, 10:30-11:30 in the ITC