

Distance Education Meeting Minutes

Date: 2/6/2015

Location: ITC Tamarack 134

In Attendance: Sylvia Watterson, Kathy Schultz, Wendy Griffiths-Bender, Jana Connell, Melissa Colón

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
OEI, CCMS, & Tutoring Pilot Update	Melissa	Overview of the LMS choices for the OEI (Moodle, Canvas, & Blackboard). Within the next couple of weeks we will know which LMS they will choose for the statewide OEI. Melissa showed the NetTutor online interface	Updates each DE Meeting
Planning a Spring DE Summit	Melissa	Leslie Buckalew would like to plan another DE Summit. The OEI team may be invited to provide the latest update and full vision of the OEI. We may consider March since there is quite a bit going on this spring semester.	Melissa will follow up with Leslie
Recruitment for DE Committee	Melissa	Melissa is going to send out an open call to join the DE committee.	DE Committee
Online Course Design Rubric Workshop	Melissa	Teresa Borden and Melissa will be hosting a workshop for the Online Course Design Rubric Workshop on March, Friday 13, 2015. Check out the training schedule to sign up!	Teresa and Melissa
Online Course Evaluation Training	Melissa	Columbia College will work with training <i>interested</i> instructors that have never taught online or been trained to evaluate online classes. This is an ongoing discussion on what constitutes training and who is certified to evaluate or review an online course. It is the Columbia College's DE Committee's position that the instructor could be trained by the DE Coordinator <i>before</i> they evaluate an online course if the instructor to be evaluated and the Dean approve. We will keep an open mind and look for direction from YFA and the two colleges.	Melissa & DE Committee

Online DE Plan Update	Melissa	Melissa will be updating the DE Plan now that Title III has ended.	Melissa & DE Committee will review
Online Faculty Handbook Update	Melissa	Melissa will be updating the Online Faculty Handbook.	Melissa & DE Committee will review
How can we use Twitter in our classes (online or F2F) Presentation	Melissa	How to use Twitter in your class: http://youtu.be/C69aEmkQp9w	The last 10 minutes of each DE Meeting there will be an instructional technology tip or technique presented.

Upcoming Events: [Training Opportunities](#)

Meeting Minutes: Jana Connell and Melissa Colón

Next DE Meeting: Friday, Feb. 27, 2015

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