

Distance Education Meeting Minutes

Date: Nov. 22, 2013

Location: onlineCCCConfer

In Attendance: Kathy Schultz, Meryl Soto, Teresa Borden, Jana Connell, Melissa Colón, Randy Barton, Judy Reiman

| Agenda Item/Topic                               | Presenter | Discussion/Presentation  | Follow-up/Time Frame   |
|---|-----------|--|--|
| Online virtual DE meeting about using CCCConfer | Melissa   | Session on CCCConfer to explain how to use CCCconfer for office visits, lectures, Power Points etc. Always good to get on the site a good 20 minutes or more ahead of time to troubleshoot links, videos, etc.   |  |
| Spring needs for DE.                            | Melissa   | Issues with links on the new website. Please let us know what isn't working or is broken. Meryl would like an updated list of links that have changed, such as tutorials etc. <b>Online orientation for the new website is critical for the students</b> (Teresa). E-mail blast needs to be updated as well. | <ol style="list-style-type: none"> <li>1. Orientation for students that is closed captioned.</li> <li>2. Update E-mail blast text</li> <li>3. Check all links on website for accuracy and broken links.</li> <li>4. Successful students quick guide or equivalent</li> </ol> |

Upcoming Events:

Meeting Minutes: JC & MC

Next DE Meeting:

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