

Distance Education Meeting Minutes

Date: October 11, 2013

Location: ITC

In Attendance: Melissa Colón, Jana Connell, Meryl Soto (via Skype), Teresa Borden,

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Workload Topics: 5.8 Fully Online Classes & Professional Duties	Melissa Colón	Melissa will be attending a meeting with the Academic Senate Council about the language in the YFA contract. She will be discussing the DE Article 5: Online Education. The question may be about concerns of FT faculty teaching their load fully online and “can an instructor teach fully online and still be a part of shared governance?” Is there anything binding in our current contract that states we must be involved in committees and campus duties face to face?	Melissa will be meeting with the Senate Council today at 2:30.
Archiving News	Melissa Colón	Melissa is working with Bryan, Moises, and Mike Schmedhammer to figure out an archive procedure for the last two years of shells to help with the storage problem and clear up room for automated shells to be created for all sections.	Melissa is going to be meeting next week with Group.
Embedding Basic Skills	Melissa Colón	The AAC and Melissa are working on having more embedded tutors in online classes. There is an idea to use a MOOC for Basic Skills. Melissa & Judy are working on a shell called the “Success Module” to be placed in every Blackboard shell by request.	Judy and Melissa are working on the project this semester.
Demo of Date Management Tool in Bb	Melissa Colón	Melissa demonstrated the Date Management tool that is under the Course Tools in the file menu. This tool is great for changing all of your due dates in one place at the same time.  Meryl Soto would like to see more really short videos that showcase new technology. Anything that can be seen very quickly but will save time is always needed.	Teresa and Melissa will make arrangements to do some short videos to help showcase new features in Blackboard.

Upcoming Events:

Meeting Minutes: JC

Next DE Meeting: November 8<sup>th</sup> - ~~Oct. 25, 10:30am~~ Cancelled due to Melissa attending the NSF Conference

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