

Distance Education Meeting Minutes

Date:9/27/13

Location: ITC

In Attendance: Kathy Schultz, Judy Reiman, Randy Barton, Melissa Colón, Jana Connell, Wendy Bender-Griffiths

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
DE Article-Academic Senate	Melissa	Melissa shared the notes from the last meeting concerning recommendations and edits to the DE article that went to Jillian Daly/Emily Malsom. There was a question about the rationale concerning the stipend for Evaluators to evaluate the initial online class development because it warranted at least 3 hours or more, hence the desire by MJC for compensation for evals was discussed. One point in the DE article that hasn't been addressed although discussed is will we permit multiple Learning Management Systems to be used by faculty. It was also advised by Jillian Daly that we bring up the topic of fully online teaching loads in the Academic Senate.	Melissa will follow-up with Jillian & Academic Senate
Bb Archiving & Universal Shells	Melissa	The district has not set up a policy and procedure for archiving shells. There is a district meeting next week (10/1) to discuss several topics, including the archival process and providing shells for every class section automatically. Storage capacity needs to be resolved first; due to the Bb storage allotment may be over capacity. Some recommendations have been made for the archival process from Bb and until the plan is in place, it would also be helpful if faculty would download and archive their own shells at this time. Many instructors need access to past classes and it would be helpful to ensure access and a way to access further back as needed.	District IT
New Retention Center Tool in Bb	Melissa	The Bb learning retention center is a helpful new early warning tool with alerts to help keep students on track. The tool and highlights can be viewed at: http://bit.ly/1axbfrJ	

Upcoming Events: District DE meeting via phone Tuesday, Oct 1, 1 PM. Date Management Tool Showcased

Meeting Minutes: Jana Connell

Next DE Meeting: October 11th, 10:30-11:30 in the ITC

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