

# Distance Education Committee

MEETING SUMMARY - Tuesday, Nov. 17, 2009

**Committee Members Present or participating via email:** Martha Tilmann (C), Laura Demsetz, Madeleine Murphy, Rosemary Nurre, Laura Skaff, David McLain, and Zeus.

- **Review of Day's Agenda - DONE**
- **Review of Previous e-Meeting's Summary - DONE**
- **Agenda Items**
  - Comments or changes to the DE Strategic Plan - No changes were proposed the existing DE Strategic Plan.
  - Use plan to identify fall 2009 and spring 2010 tasks - A list was started using the commitments made in the Strategic Plan for spring. Additionally, one member submitted an additional two pages of suggestions. These suggestions were distilled to eliminate duplicate ideas and summarized to:
    - 1 List of all ONLINE instructors (for email distribution list)
    - 2 Send survey to all DE instructors asking for their five biggest difficulties teaching online
    - 3 Organize a get-together of current and past STOT participants
    - 4 Create guidelines ("rules") for how instructors might handle incoming students (automatic letter to welcome etc.)
    - 5 Choose a single platform
    - 6 Organize Evaluation Procedure
    - 7 Handout for deans on how to deal with ONLINE instructors.
  - Begin work on identified tasks - David agreed to the website review and Laura volunteered for all COI related items. Martha also identified a few tasks appropriate for her.
  - Announcements - None
- **Agenda for Next Meeting Date of Next Meeting:** Agenda TBA, next meeting Dec. 15<sup>th</sup> 2009