

Distance Education and Educational Technology Committee
AGENDA

Tuesday, November 7, 12:30 p.m. to 1:30 p.m., Center for Academic Excellence (18-206)

Committee Membership: Tania Beliz, Diana Bennett, Fermin Irigoyen, Steven Lehigh, Trang Luong, Joe Mangan, Teresa Morris, Carol Newkirk, Rosemary Nurre, Anniqua Rana, Erica Reynolds, Jasmine Robinson, Chris Smith, Ellen Young, Spencer Paing (Student Representative)

Optional Guests: Yoseph Demissie, Fauzi Hamadeh, Annette Perot,

Co-chairs: Erica Reynolds and Joe Mangan

Note-Taker: All Members

1. **Google Doc for Collaborative Meeting Summary Notes:**
https://docs.google.com/a/my.smccd.edu/document/d/1wIRE_oX1j5TYEKESM6Lh8iKofzvT0a4toXhtZl1z7lQ/edit?usp=sharing
2. **Review Agenda**
3. **Review Meeting Summary (October 3, 2017)**
4. **Agenda Items**
 - a. Online Faculty Evaluation
 - i. Appropriate way to evaluate Observation Form #11: Communication with Students
http://www.smccd.edu/evaluation-procedures/files/A_Tenured%20Tenure-Track%20and%20Adjunct%20Faculty.pdf
 - ii. Student Interactions Report in Canvas
 - b. Discussion Around Proctoring Requirements for Online Courses
 - c. Update on CSM Mission Statement
 - d. Review Librarian Role Permissions
 - e. Review DE Plan 2017-2020
5. **Agenda Items for Next Meeting**
 - a. Review DE Plan 2017-2020 (*Goals 3-6*)
 - b. Review DEETC Mission, Purpose, and Membership
 - c. TradePal App
6. **Date of Next Meeting** (Tuesday, December 5, 2017)