

Distance Education Committee

AGENDA

Tuesday, April 21, 2009 - 1:00 to 3:00 p.m.
19-201 Penthouse

Committee Membership: Martha Tilmann (C), Laura Demsetz, Madeleine Murphy, Rosemary Nurre, Laura Skaff, Betty Fleming (R), David McLain, C. Loprete

Guests: Zeus

- **Review of Day's Agenda**
- **Review of Previous Meeting's Summary**
- **Agenda Items**
 - Welcome Student Member
 - Final nod to "Mission and Goals"
 - Determine documents/policies that can *quickly* be approved and adopted:
Faculty Best Practices, Regular Effective Contact Policy, Classroom Visitation Protocol for Online Courses, New Coordinator job description, Definitions, Vision Glossary, Others
 - Other *recommendations* we can quickly move forward
 - Faculty Evaluation – DL courses (from earlier work of Betty/Julie)
 - Continue adding ideas to "buckets" and determine who will research what.
- **Agenda for Next Meeting Date of Next Meeting:** Tuesday
May 5th, 2009, 1-3p