

Distance Education Committee

MEETING SUMMARY - Tuesday, Nov. 17, 2009

Committee Members either present or participated via email: Martha Tilmann (C), Laura Demsetz, Madeleine Murphy, Rosemary Nurre, Laura Skaff, David McLain, C. Loprete

Missing: C. Loprete

- **Review of Day's Agenda - DONE**
- **Review of Previous e-Meeting's Summary - DONE**
- **Agenda Items**
 - Comments or changes to the DE Strategic Plan
Many edits and suggestions were submitted. These will be incorporated then the next draft will be sent out for review.
 - Use plan to identify fall 2009 and spring 2010 tasks

Initial List:

#	TASK from DEC Strategic Plan
1	Develop questions (5) for online student survey
2	Reassess how we align with District growth goals
3	Determine Staffing needs
4	Determine optimal administrative structure
5	Collect data of newly added/deleted DE courses
6	Review #5 data
7	Review Website
8	Move "Best Practices" document through the approval process
9	Organize "Brown Bag" for OL faculty (2 per semester?)
10	Administer a survey of DE students

11	<p>Move documents through the approval process</p> <ul style="list-style-type: none"> a. Best Practices (see #8 above) b. SLOs c. DE Definitions d. Evaluation Guidelines (to Harry only) e. CSM Teaching Online Policy f. Classroom Visitation Policy g. Regular Effective Contact Policy
12	Assess what other forms should be reworded to fit DE mode
13	Introduce a "list serve" for OL faculty

- Begin work on identified tasks – didn't get to this
 - Announcements- NONE
- **Agenda for Next Meeting and Date of Next Meeting: Agenda TBD, next meeting Nov. 17th**