

College of San Mateo Distance Education Committee

Notes from meeting held 5/25/10, 2:00 pm, Bldg 9

Attendees: Laura Demsetz, Madeleine Murphy (co-Chair), Tania Beliz, Laura Skaff, Ron Andrade, Peter Bruni, Lorrita Ford (co-Chair), Michelle Haggar, Teresa Morris.

The summary of the May 6, 2010 meeting was distributed and reviewed and accepted by the committee members.

The purpose of the May 25, 2010 meeting is to distribute background material and other documentation and to develop a plan to address the priorities identified by gap analysis in *Quality Assurance Review of Distance Learning* document.

Several documents were distributed to committee members for review and as reference material for completion of a draft plan for proposed activities as identified in the *Substantive Change Report* and the *Quality Assurance Review of Distance Learning* that were submitted to the ACCJC.

- Integrated Strategic Planning Key Elements for Issue Specific College Wide Plans
- DIAG report as a sample to follow for summer draft plan
- Definition of Terms so that committee communication is clear about i.e. goals v. objectives.
- Quality Assurance Review of Distance Learning Program
- Priority Desired Outcomes and Proposed Activities...

The committee chair gave guidance on the content of the draft plan which was not to address specific problems but rather to develop a plan that others could follow to solve issues identified in the gap analysis. The committee reviewed the priority gaps and action activities and members did an interest survey of those areas they were most interested in working on from the "Desired Outcomes of Gap Assessment".

Member's summer availability was discussed because of the relatively short amount of time until a draft report needed to be submitted.

The next steps were for the committee chair to review the results of member interests and form small groups to work on each identified area. A lead would be assigned to guide work on the individual areas of interest and to draft responses for review and inclusion in draft report. Due to summer schedules it was agreed that much of the work could be completed through email communication and use of Sharepoint. An initial deadline for submitting drafts was set for August 1, 2010. The next committee meeting would be scheduled once the small group's responses were submitted and a draft of the final report was compiled by the committee co-chairs.