

**Distance Education and Educational Technology Committee**  
**AGENDA**

Tuesday, December 6, 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, Theresa Martin, Teresa Morris, Rosemary Nurre, Erica Reynolds, Stephanie Roach, Jasmine Robinson, Chris Smith, Jennifer Taylor-Mendoza, Jing Wu, Amir Farhan Mat Kamal (student representative)

**Guests:** Ron Andrade, Janet Black, Rupinder Kaur, Carol Newkirk

**Optional Guests:** Yoseph Demissie, Annette Perot

**Co-chairs:** Erica Reynolds and Joe Mangan

**Note-Taker:** TBD

1. **Appoint Note-Taker**
2. **Review Agenda**
3. **Review Meeting Summary** (November 1, 2016)
4. **Agenda Items**
  - a. Proctorio Discussion
    - i. Cost of Proctorio or proctoring tools for students
      1. Course Materials Fee or Other Fee
    - ii. Proctoring in Online Courses
  - b. Strategy for Spring Canvas Course Migration
  - c. Course Labels for Online, Hybrid and Web-Assisted Courses
5. **Agenda Items for Next Meeting**
6. **Date of Next Meeting** (Tuesday, February 7, 2017)