

Distance Education and Educational Technology Committee
AGENDA

Tuesday, February 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, Theresa Martin, Teresa Morris, Rosemary Nurre, Erica Reynolds, Stephanie Roach, Jasmine Robinson, Chris Smith, Jennifer Taylor-Mendoza, Jing Wu, Stephen McCreynolds (student representative)

Guests: 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** (December 6, 2016)
4. **Agenda Items**
 - a. Proctorio Follow-Up
 - i. Use Microsoft Azure Cloud Servers for data storage.
 - ii. Does not collect any personally identifiable data on the students. Stores whatever is collected during the test session (recordings, mic, etc) is stored.
 - iii. 6 months active retention followed by indefinite cold storage.
 - b. Canvas Roles and Account Permissions
5. **Agenda Items for Next Meeting**
6. **Date of Next Meeting** (Tuesday, March 7, 2017)