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 McReynolds (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)