

Distance Education and Educational Technology Committee
AGENDA

Tuesday, October 3, 12:30 p.m. to 1:30 p.m., Center for Academic Excellence (18-206)

Committee Membership: Tania Beliz, Fermin Irigoyen, Steven Lehigh, Trang Luong, Joe Mangan, Teresa Morris, Carol Newkirk, Rosemary Nurre, Anniqua Rana, Erica Reynolds, Jasmine Robinson, Chris Smith, Ellen Young, Spencer Paing (Student Representative)

Optional Guests: Yoseph Demissie, Fauzi Hamadeh, Annette Perot,

Co-chairs: Erica Reynolds and Joe Mangan

Note-Taker: TBD

1. **Appoint Note-Taker**
2. **Review Agenda**
3. **Review Meeting Summary** (September 5, 2017)
4. **Agenda Items**
 - a. Updates from DEAC (Distance Education Advisory Committee)
 - i. Publisher Integration (LTI) Workgroup Volunteers
 - ii. Inclusive Access Charges
 1. Occur on or near first day of classes on WebSMART
 2. Recommendations for faculty using Inclusive Access
 - a. Alert Student of Pending Charges
 - b. Opt Out Options and Alternative Assignments
 - b. Updates from IPC
 - i. Draft of CSM Mission Statement (2nd Round of Revisions)
 - ii. Compendium of Committees
 1. DEETC Mission, Purpose, and Membership
 - c. Review and Finalize Language Around Proctoring Requirements for Online Courses
 - i. <https://docs.google.com/document/d/13ssX5YB3hC7Z0A-wrq7B90eD7Gs3FqjYC-UdwVX8nd0/edit?usp=sharing>
 - d. Evaluator Role
 - i. Review Account Permissions for Evaluator
 - ii. Review Guidance on Faculty Evaluations on Canvas
 - iii. Discuss how student evaluations will continue to be arranged by the Division Assistant
5. **Agenda Items for Next Meeting**
 - a. Review DE Plan 2017-2020

b. TradePal App

6. **Date of Next Meeting** (Tuesday, November 7, 2017)