

DISTANCE EDUCATION COMMITTEE

SEPTEMBER 13, 2011 MINUTES

The meeting was called to order at 12:10.

Members present: Ivy Dunn, Miguel Fernandez, Rosalind Fielder, Janet Grange, Janene Marshall, Liz Osika, Barbara Price, Steve Rowe, Michael Sukowski, George Williams

A quorum was not present since some members arrived late and others had to leave before the meeting adjourned.

The minutes of the August 2011 meeting were not available for approval.

Issues discussed:

1. Meetings schedule

Miguel Fernandez presented the meeting schedule for the 2011-2012 academic year. Also, Miguel will do a survey for agreement on meeting times; ordinarily meetings begin at noon or 12:30. The meeting dates are Sept 13, 2011; October 11, 2011; November 8 2011; December 13, 2011; January 10, 2012; February 14, 2012; March 13, 2012; April 10, 2012; May 8, 2012; and June 12, 2012 (the second Tuesday of each month).

2. CSU email inboxes

Email inboxes: Curticine Doyle's instruction for emptying email boxes was presented; however, the instructions only pertain to gmail. Theo Garth will draw up instructions for emptying CSU email inboxes.

3. Departmental Distance Education Policies for DAC revisions

The members discussed a Departmental Distance Education Policy template. Michael Sukowski and George Williams will revise the proposed template. When it is finished, a package will be compiled containing the Policy Template, The Process for Approval of online/hybrid courses, and a Student Course evaluation.

4. Approval process for online/hybrid courses

Adaptation of current approval procedure for courses.

Michael and George Williams will prepare this for the next meeting.

Miguel Fernandez, Rosalind Fielder and George Williams will begin the revision of the D.E.C. bylaws pursuant to the Appendix G of the proposed CSU/ADM temporary contract. Volunteers are welcome.

The first D.E.C “Think Tank” discussion will begin on Thursday, September 15, at noon in the ODL conference room.

Proposed topics for discussion are D.E.C publicity (listservs); Bylaws revision; D.E.C. meeting format; conferencing programs (Elluminate vs. “others”)

The primary ground rule is that the sessions do not become “gripe” sessions. I will do my best to avoid this. All are invited to the discussion sessions.

The meeting adjourned at 2:00 p.m.

George Williams, D.E.C. Chairperson