

## Distance Education Committee Meeting

Date: September 13, 2017  
 Location: Academic Senate Office  
 Time: 12:30 - 2:00 pm  
 Facilitators: Emily Bill, Distance Education Coordinator & Committee Co-Chair  
 Sarah Master, Committee Co-Chair

### AGENDA

Item #	Presenter (Time)	Topic	Purpose	Resource	Desired Outcome	Notes
1	E. Bill (<1 minute)	Call to order				
2	E. Bill (2 minutes)	Agenda	Add, modify, or remove items		Approve agenda	
3	E. Bill (3 minutes)	Meeting Best Practices	Clarify/discuss meeting processes and etiquette		Set expectations for committee	
4	E. Bill (2 minutes)	04/19/17 Minutes	Approve Minutes		Approve Minutes	
5	E. Bill (5 minutes)	Committee Membership	Introduce new members		Acquaint committee members	
6	E. Bill (10 minutes)	Transition to PeopleSoft	Discuss new Canvas login, common issues, helpdesk role	R. Austria	Clarify login procedures & help desk role	
7	E. Bill (20 minutes)	DE Course Approval & Teaching Certification Processes	Clarify steps and timeframe	C. Akl	Approve steps/processes for campus wide dissemination	
8	E. Bill (10 minutes)	Campus Community Sessions & specialized trainings	Discuss proposed sessions & occasional specialized trainings (e.g. discipline, Regular & Effective Contact)	A. Ybarra	Approve transition to new training/coaching format & discuss dates	
9	E. Bill (10 minutes)	Mission Online Redesign	Discuss/clarify process for redesign & briefly review site in current state	R. Austria	Form redesign sub-committee	
10	E. Bill (5 minutes)	VeriCite	Explain contract and integration		Clarify service	

11	E. Bill (5 minutes)	Online Course Evaluations	Discuss expiration of CourseEval HQ and develop plan for future terms		Assign member(s) to investigate options	
12	E. Bill (3 minutes)	Substantive change proposal	Discuss whether needed	S. Master	Assign member(s) to investigate	
13	E. Bill (10 minutes)	Items from the floor	Questions, Comments, Announcements		Address concerns, disseminate information	

#### Upcoming Fall 2017 Meeting Dates:

October 11<sup>th</sup>, November 8<sup>th</sup>, & December 13<sup>th</sup>