LOS ANGELES MISSION COLLEGE

# Distance Education Committee Meeting

Date:           October 11, 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 (2 minutes) | 09/13/17 Minutes | Approve Minutes | | Approve minutes | |
| 4 | E. Bill (10 minutes) | Department of Education Audit | Discuss findings at Southwest | S. Master | Develop plan to improve regular and effective contact | |
| 5 | S. Master (5 minutes) | Substantive change proposal | Update | | | |
| 6 | E. Bill (10 minutes) | Zero Textbook Cost law | Explain law and discuss ramifications | V. Bernal | Identify potential contract issues, recommend procedure for communicating textbook plans | |
| 7 | E. Bill (5 minutes) | Archiving Etudes Courses | Discuss need/process for archiving ITV Etudes courses | S. Master | Make recommendation about archiving Etudes courses | |
| 8 | E. Bill (10 minutes) | Transition to PeopleSoft | Discuss common issues, helpdesk policies | N. Minassian | Clarify login procedures & help desk role | |
| 9 | E. Bill (5 minutes) | Canvas Community Sessions & specialized trainings | Report on CC Sessions & TRC online course evaluation | A. Ybarra K. Crozer | Schedule specific trainings and dates | |
| 10 | E. Bill (5 minutes) | Mission Online Redesign | Update | | | |
| 11 | E. Bill (5 minutes) | VeriCite | Update | | | |
| 12 | E. Bill (5 minutes) | Online Course Evaluations | Discuss options | K. Crozer | | |

| 13 | E. Bill<br>(5 minutes) | DE Large Class form | Discuss purpose of form and potential concerns | S. Master | Review form | |
|----|----|----|----|----|----|----|
| 14 | E. Bill<br>(10 minutes) | Load Policy | Discuss local 40/60 load policy | V. Bernal | Discuss current policy and determine if contractually allowed | |
| 15 | E. Bill<br>(10 minutes) | Items from the floor | Questions, Comments, Announcements | | Address concerns, disseminate information | |

Upcoming Fall 2017 Meeting Dates:

November 8th, & December 13th