



Distance Education Committee
Agenda
October 11, 2017
Library Basement, Room 10
1:00 p.m. - 3:00 p.m.

- I. Welcome and Agenda Approval
- II. Minutes Approval: [Link to September 13, 2017](#) Draft Minutes
- III. Old Business: Review of Action Items from Previous Meeting
 - a. Mike will report back on the rubric based on the assessment that had already been done and send it to the committee for vetting.
 - b. Claudia will communicate with Mike regarding faculty who may need to be gently guided about the poor quality of testing packets and the difficulty of converting these items electronically for DSPS students.
 - c. Mike will find out who will be replacing Ben Riley on DEAC.
 - d. Joshua will update the membership on the webpage.
 - e. Sub-committee of J. Abbott, P. Bettencourt, I. Carroll, A. Duff, S. Miller, and M. Smedshammer will draft 2018-2022 DE Plan and bring back to DEAC.
 - f. M. Smedshammer will investigate whether it would be wise to remove Google Drive from Canvas.
 - g. Policies and procedures need to be written to begin using OEI Proctoring Network in the MJC Testing Center. OEI Proctoring needs to get into the Testing Center rotation.
 - h. Respondus (the program) cost:
<http://www.respondus.com/products/studymate/pricing.shtml>
- IV. New Business
 - a. Accreditation Debrief
 - b. [Regular and Effective Contact Policy DRAFT](#)
 - c. [2016-2017 Program Review DRAFT](#)
- V. Reports
 - a. Instructional Design Coordinator Report
 - b. Help Desk (Cheryl)
 - c. Technologies for Removing Barriers for Students (Jenni)

- d. District IT Update (Patrick Pimentel)
- e. Campus Technology Committee (Joshua, Mike, Jenni)
- f. Disability Services (Claudia)
- g. College Council (Mike)

VI. Three Take-A-Ways from This Meeting

- a. A
- b. B
- c. C

VII. Next Meeting Date & Adjournment