



Distance Education Committee  
Agenda  
November 8, 2017  
Library Basement, Room 10  
1:00 p.m. - 3:00 p.m.

- I. Welcome and Agenda Approval
- II. Minutes Approval: Link to [October 11, 2017](#) Draft Minutes
- III. Old Business: Review of Action Items from Previous Meeting
  1. Mike will draft the DE Plan and send it to DE Plan ad-hoc committee members Amy, Jenni, Patrick, Iris, and Steve.
  2. Mike will check with Mary about forming a list of faculty that have been submitting poor quality testing packets as they are difficult to convert electronically for DSPS students.
  3. Mike will find out who will be replacing Ben Riley on DEAC.
  4. Patrick will provide an OEI Proctoring Update at our next meeting.
  5. Committee members will review the [REC draft](#) and be ready to discuss at the next meeting with the goal of forwarding to Senate for approval.
    - i. Link to [YCCD Draft DE Board Policy](#)
- IV. New Business
  1. ZTC Courses (Patrick)
  2. NameCoach (Steve)
  3. Using Canvas rather than Outlook for announcements and updates (Mike)
  4. VoiceThread Licensing (Mike)
- V. Reports
  1. Instructional Design Coordinator Report (Mike) Canvas Cheat Sheets, Cohort Update, Training Plans
  2. Help Desk (Cheryl)
  3. Technologies for Removing Barriers for Students (Jenni)
  4. District IT Update (Patrick Pimentel)
  5. Campus Technology Committee (Joshua, Mike, Jenni)
  6. Disability Services (Claudia)
  7. College Council (Mike and Patrick)
- VI. Three Take-A-Ways from This Meeting

1. A

2. B

3. C

VII. Next Meeting Date & Adjournment