



Distance Education Committee  
Agenda  
September 12, 2016  
Library Basement, Room 10  
1:00 p.m. - 3:00 p.m.

- I. Welcome and Introductions
- II. Agenda Approval
- III. Minutes Approval: [Link to April 11 , 2016 Draft Minutes](#)
- IV. Old Business
  - a. Review of Action Items From Previous Meeting (See Minutes)
  - b. [OEI Rubric Adoption Resolution](#)
- V. New Business
  - a. [Review of Committee Roles](#)
  - b. Goals for 2016-2017
  - c. E-add card requests (Shelly Fichtenkort raised this issue, see below)
- VI. Reports
  - a. Canvas (Mike)
  - b. Grants, SSP, SSEP (Jenni, Michelle, Jacquelyn)
  - c. District IT Update (Brian)
  - d. Senate
  - e. College Council (Mike)
  - f. Campus Technology Committee (Joshua, Ryan, Mike, Jenni)
  - g. Disability Services (Claudia)
- VII. Adjournment

Better e-add cards. Many students still seem unaware of the E-Add card request requirement. This has been a recurrent problem for as long as I can remember. The college should have a procedure for notifying waitlisted students about E-Adds (could be as simple as a pop-up in PiratesNet as soon as they are placed on an online waitlist). If they do, great! If not, maybe the DE committee could discuss this and work on a solution? Shelly Fichtenkort