



## DISTANCE EDUCATION COMMITTEE

### Adopted Minutes

March 13, 2017

Room 811

2:30 p.m. – 4:00 p.m.

<b>1. Call to Order</b>	The Distance Education Committee Meeting was called to order at 2:30 p.m. by Interim Chair Sarah Nordin.
<b>2. Roll Call</b>	Members present were Erica Beam (AT&B); Elizabeth Freed (HS); Winifred Hunton-Chan (LA); Glenn Keyser (LA); Sarah Nordin (Interim Chair/AT&B); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)  Absent/Excused: Erin Duane (Lib); Mary Gumlia (COUN); Sandy Lamba (Dean of SBS); Laura Maghoney (AT&B); Scott Ota (IT); and Barbara Villatoro (MS)
<b>3. Approval of Agenda (3/13/17)</b>	Sarah Nordin asked for a motion to approve the agenda. Adoption of March 13, 2017 DE Agenda: Motion to approve – Erica Beam; Seconded – Lauren Taylor-Hill; Passed – unanimously.
<b>4. Public Comments</b>	There are no public comments.
<b>5. Guest</b>	<b>Saki Cabrera - Accreditation.</b> Saki Cabrera was not able to attend the meeting to speak about accreditation. This was deferred to the April 17 meeting.
<b>6. Course Shell Reviews</b>	CIS 055 (BS) ACCT 001 (SB) Faculty members who reviewed the shells listed above recommended the courses be denied approval.  ENGL 002 (PO) DRFT 058 (CJ) Faculty members who reviewed the shells listed above recommended the courses be approved with a provisional status.

NURS 064 (GB)  
CJ 011 (KK)  
OT 061 (JL)  
ENGL 002 (IA)  
THEA 010 (CS)  
SOCS 030 (SM)  
KINE 005C (DW)  
SOC 001 (TJ)  
CDFS 040 (TS)

Faculty members who reviewed the shells listed above recommended the courses be approved as Final.

Sarah Nordin called for a motion to accept all recommendation on course shell reviews listed above.

Motion to accept – Glenn Keyser; Seconded – Lauren Taylor-Hill; Passed – unanimously.

**7. New Course Shell Review Assignments**

The following committee members agreed to review the shells listed below:

MUSC 013 (KK) Sarah & Robin  
MGMT 193 (LS) Erica & Laura  
ENGL 001 (ML-R) Winifred & Glenn  
ENGL 002 (ML-R) Winifred & Glenn  
COUN 007 (NM) Lauren & Elizabeth  
ENGL 002 (BH) Erica & Sarah

**8. Adjournment**

Sarah Nordin asked for a motion to adjourn the meeting.

Motion to adjourn – Glenn Keyser; Seconded – Lauren Taylor-Hill.

The meeting was adjourned at 3:20 p.m. The next meeting is scheduled for April 17, 2017, in Room 811 from 2:30 p.m. – 4:00 p.m.