



Distance Education Committee

Adopted Minutes

March 16, 2018

Room 505

10:30 a.m.-12:30 p.m.

<p>1. Call to Order</p>	<p>The Distance Education Committee Meeting was called to order at 10:35 a.m. by Coordinator Erica Beam.</p>
<p>2. Roll Call</p>	<p>Members present were Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Glenn Keyser (LA); Ashlie Lawson (COUN); Katherine Luce (Lib); Sarah Nordin (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Kerri Ryer (SBS); Robin Sytsma (HS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Isabel Anderson (LA); Oanh Lam (MS); Sandy Lamba (Dean of SBS); Laura Maghoney (AT&B); and Rachel Purdie (SBS)</p>
<p>3. Approval of Agenda (3/16/18)</p>	<p>Erica Beam asked for a motion to approve the agenda. Adoption of March 16, 2018, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Robin Sytsma; Passed – unanimously.</p>
<p>4. Approval of Minutes (3/2/18)</p>	<p>Erica Beam asked for a motion to approve minutes. Adoption of March 2, 2018, Meeting Minutes: Motion to approve – Sarah Nordin; Seconded – Glenn Keyser; Passed – unanimously.</p>
<p>5. Public Comments</p>	<p>There were no public comments.</p>
<p>6. Discussion/Action Items: <i>a. Vote on DE meeting dates</i></p>	<p>Committee members discussed meeting dates and times for Fall 2018 and Spring 2019. Erica proposed the DE Committee meet on Friday of September 7; October 5; November 2; and December 7 during the Fall 2018 semester. The committee determined that meeting from 11 a.m. through 12:00 p.m. would be sufficient considering all the communication time spent on mentoring and shell reviews between meetings.</p> <p>The committee settled on Friday of February 1; March 1; April 5; and May 3 as meeting dates during the Spring 2019 semester with the same 11 a.m. through 12 p.m. meeting time.</p>

	<p>Erica Beam asked for a motion to approve DE meeting dates and times: Motion to approve – Sarah Nordin; Seconded – Ashley Lawson; Passed – unanimously.</p>
<p><i>b. Vote on deadline dates for course shells</i></p>	<p>Erica shared with committee members last year’s Curriculum meeting schedule as an example of how she would like to align Curriculum deadline dates with Instructor course shell submissions. This schedule will allow for more review time and mentorship. Erica proposed that Distance Education adopt the same deadlines as Curriculum. Erica explained DE would review Spring, Summer, and Fall 2019 shell proposals during the Fall 2018 semester. The schedule would then run from fall to fall and spring to spring. Summer would be included with fall. Faculty will need to complete the training courses before submitting a shell for review by the DE Committee.</p> <p>Erica asked for a motion to adopt the Curriculum schedule for DE deadline dates: Motion to adopt – Sarah Nordin; Seconded – Glenn Keyser; Passed – unanimously.</p>
<p><i>c. Shell reviews</i></p>	<p>There are no course shells ready for discussion and approval.</p>
<p>8. Next DE Meeting</p>	<p>The next meeting is scheduled for May 4, 2018, in Room 505 from 10:30 a.m.-12:30 p.m.</p>
<p>9. Adjournment</p>	<p>Erica Beam asked for a motion to adjourn the meeting. Motion to adjourn – Ashlie Lawson. The meeting was adjourned at 12:00 p.m.</p>