



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

May 8, 2017

Room 811

2:30 p.m. – 4:00 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 2:30 p.m. by Interim Chair Sarah Nordin.
2. Roll Call	<p>Members present were Erica Beam (AT&B); Elizabeth Freed (HS); Winifred Hunton-Chan (LA); Glenn Keyser (LA); Sandy Lamba (Dean of SBS); Laura Maghoney (AT&B); Sarah Nordin (Interim Chair/AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Erin Duane (Lib); Mary Gumlia (COUN); Robin Sytsma (HS); and Barbara Villatoro (MS)</p>
3. Approval of Agenda (5/8/17)	<p>Sarah Nordin asked for a motion to approve the agenda.</p> <p>Adoption of May 8, 2017, DE Agenda:</p> <p>Motion to approve – Winifred Hunton-Chan; Seconded – Erica Beam; Passed – unanimously.</p>
4. Public Comments	<p>There are no public comments.</p> <p>The meeting began with Sarah Nordin introducing Eric Beam as the new DE Coordinator. Erica will officially begin June 1, 2017.</p>
5. Discussion/Action Item	<p>Summer & Fall Accessibility Course. Erica said she had completed training on accessibility through @ONE. She plans to build a shell in Canvas and share the @ONE accessibility training materials with the DE Committee members. Members will be put in the shell as students and go through the training first. Online instructors will go through the training as well.</p>

Move of Meeting Dates. Erica announced that the DE meetings will be held on the second and fourth Friday from 12:00 p.m. until 1:30 p.m. beginning August 25, 2017. She said the change in meeting day and time is due to conflicting dates and times of the Academic Senate meeting schedule, holidays, and other committee meeting dates.

Committee Membership AY17/18. Erica asked that members email her to let her know if he/she is not able to commit to the new DE meeting schedule in the Fall 2017 semester so that a school representative replacement can be found to serve on the committee.

6. Adjournment

Sarah Nordin asked for a motion to adjourn the meeting.

Motion to adjourn – Erica Beam; Seconded – Winifred Hunton-Chan.

The meeting was adjourned at 3:30 p.m. The next meeting is scheduled for August 25, 2017, in Room 812 from 12:00 p.m. – 1:30 p.m.