



DISTANCE EDUCATION COMMITTEE

Meeting Agenda

November 1, 2019 – Room 505

10:00 a.m.-12:00 p.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda (11/1/19)**
- 4. Approval of Minutes (10/4/19)**
- 5. Public Comments**
- 6. Information Items:**
 - a. April 2, 2020, is the deadline for submitting a course to be scheduled in Spring 2021 (5 minutes).
 - b. Introduction to Online Teaching and Learning will run 01/20/20 through 02/23/20 (5 minutes).
 - c. Creating Accessible Course Content will run 02/24/20 through 03/29/20 (5 minutes).
 - d. Meetings in Spring 2020 in room 505 from 10 a.m. to 12 p.m. are 2/7, 3/6, 4/3, and 5/1 (5 minutes).
 - e. Spring 2020 ends term for Erica as DE Coordinator/Chair (20 minutes).
 - f. “What’s new in Canvas” (10 minutes)
 - a. Late submission policy
 - b. Missing assignment policy
- 7. Discussion/Action Items:**
 - a. Results of Blueprint Survey (20 minutes).
 - b. Use of Learning Management Systems (LMS) other than Canvas (15 minutes).
 - c. Status of course shells, assign mentors/reviewers (30 minutes).
 - d. Approve course shells, as recommended (5 minutes).
- 8. Next DE Meeting (12/6/19)**
- 9. Adjournment**