



DISTANCE EDUCATION COMMITTEE

Meeting Agenda

February 7, 2020 – Room 505

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Meeting Minutes (12/6/19)**
- 5. Public Comments**
- 6. Information Items:**
 - a. Pronouns
 - b. Gradebook
 - c. Online Teacher's Conference
 - d. Empty seats
 - e. NetTutor minutes
 - f. Student Guide
- 7. Discussion/Action Items:**
 - a. DE Coordinator job description
 - b. Global Announcement policy
 - c. Emergency fill in policy
 - d. Request for support of faculty training
 - e. Course Shell Reviews
- 8. Next DE Meeting (3/6/20)**

9. Adjournment

DE Committee Meeting Dates, Spring 2020:

February 7

March 6

April 3

May 1