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Distance Education Committee Meeting Minutes
March 5, 2013
3:00 PM – 4:30 PM
LRC 114

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Attendees:

- Gwendolyn Lewis Huddleston, Dean Distance Education, Social Sciences & Humanities, Professional Development
- Eileen Crump, Title V Cooperative Grant
- Erica Tartt, Instructional Designer
- Rebecca Chandler, Instructional Technologist
- Corrina McCoy, Political Science
- Tania DeClerck, Spanish
- Andrea Horigan, Sociology
- Sandra Kinghorn, Business
- Sharon Beynon, English
- Sandy Hajas, LRC Supervisor

Documents received:

Agenda
List of step-by-step instructions for distance education instructors

Group:
- Erica Tartt was selected to the state Chancellor's Office and the @ONE Project's Advisory Design Team Member
- February meeting minutes approved
- List of Step By Step Instructions for Distance Education Instructors
- Consider having a site map
- Change List to "Recommended Step/Process to Becoming a New Online Instructor
- Sandra will email Gwen Demo MyTab
- How does the department chair select someone to teach online?
- Committee make an outline of how many online courses each department should have
- Find a way to help an instructor identify whether or not he or she is a good online teacher
- Eric, Rebecca, Erica, Gwen went to the department chair meeting and presented the current trends & practices of technology in the classroom and gave handouts
- Faculty questions from department chair meeting will be compiled by Rebecca and shared with committee
- Sharon will follow up with Rebecca about distance education survey
- Erica is creating a distance education instructor discussion board and is considering including faculty who teach web enhance courses as well, but can also have a different discussion board for instructors who teach web enhance courses

- Discussion board will be launched in May after the April Distance Education instructor training is complete
- Andrea, Rebecca, Sandra will create a profile on what would a good online instructor is and put it on the DE website
- Rebecca is looking into creating a repository for distance education reference material
- Sandra will email Erica the student self-evaluation for she uses
- Rebecca is reaching out to department chairs to see if she can attend their meetings and share services available form Distance Education department
- Rebecca created a self-assessment.
- Each department needs to work on creating distance education course consistency
- There are no guidelines and rules on how quickly DE instructors are supposed to respond to student emails
- Next meeting on April 2 from 3 pm – 4:30 pm in LRC 114