Committee on Distance Education
Minutes of March 1, 2019 meeting

Present: Aura Lippincott, Divya Sharma, Brian Kennison, Colleen Cox, Monica Sousa, Stephanie Kuhn, Tom Schmiedel, Becky Diot, Cathy Vanaria.

The meeting was called to order by Aura Lippincott at 9:05 a.m.
Minutes of Feb. 2019 meeting. Motion to approve (Divya 1st, Cathy 2nd)

1. Subcommittee for Online office hours:
   Review of Draft of Online office hours- No changes were made to draft supplied
   Concerns: percentage of required office hours online - any idea? Provost and Union
   should make the decision.
   Since most of the members of the committee do not teach online, we should only be
   making suggestions. Can we offer recommendation?

2. Committee Bylaws review:
   The bylaws had been sent out to all members for review before this meeting. A number of
   members made comments and edits to the working document.
   o Aura proposed changing the name of the committee.
   o Discussion focused on the scope of the committee (Online, Hybrid, Digitally
     enhanced (classroom instruction with a lot of digital technology). This could broaden
     the scope of the committee so much that we may lose focus by including all classes
     using Blackboard. All agreed to limit our focus to online and hybrid courses only.
   o Revised name: Committee on Online Education. Committee agreed and changes will
     be made in bylaws.

I: Objective- Minor change including name change
II: Responsibilities and Powers - a number of changes were made by members with
    additional edits/removals made during meeting.
III: Membership
    A: Members: as is with possible addition of AccessAbility member. Aura will talk
    with Elizabeth M about this idea.
IV: Conduct of Business:
    A: Meetings: Major changes were made by members with edits/additions made
    during meeting.
    B: Officers: Minor edit #1 (Chairperson)
    C: Reports and Recommendation: as is
    D: Minutes Distribution: Edit #3, Removal of #’s 4 and 5
    E: Amendments- as is

Aura will email a revised draft of the bylaws to everyone on the committee to review and add
comments. We will discuss at our next meeting.

Meeting Adjourned: 9:58am
Next meeting is scheduled for April 5th, 2019.

Respectfully submitted
Catherine Vanaria