Distance Education Committee

April 5 Minutes

Attended: Aura Lippincott (Chair), Brian Kennison, Cathy Vanaria, Colleen Cox, David Martin, Monica Sousa, Scott Volpe, Stephanie Kuhn, Thomas Schmiedel, Adam Brewer

Not attended: Divya Sharma, Leslie Lindenauer, Rebecca Diot, William Joel

1. Monica volunteered to take minutes
2. Approval for March 1, 2019 minutes- Tom 1st, Brian 2nd, all approved

Old Business

1. Bylaws- Bylaws revisions reviewed and discussed. Some changes discussed were; change the name to Online Education Committee, remove the Provost as member, possibly adding a representative from Accessibility services to the committee. See bylaw revision document. Aura will talk with Accessibility services to see if they would like to be on the committee. Once that is done Aura will send out revised bylaws to the committee.
   Motion: Monica proposed motion to allow for an electronic email vote of the revised bylaws. Stephanie 2nd. Roll call vote conducted and motion passed.
2. Subcommittees
   a. Online Office Hours- there will be a meeting with the Provost on April 15th at 1pm to discuss office hours recommendations.
   b. Emerging Technology- Tom reported that the committee has created a matrix of different resources in 3 categories; Goals of Communication, Goals for Providing Content, and Goals for Creating Content. There will also be decision tool kit to help identify and utilize resources. Draft of the documents to be shared with committee soon.
   c. Online Strategy- Aura has been working with Jerry Wilcox to obtain data from banner regarding online and hybrid courses. She asked for several items including course enrollment, when courses filled up, DWF rates. The subcommittee will meet soon to review and discuss data.

New Business

Tech Scoops will be on April 24th from 10am-12pm. Faculty will be sharing how they use technology in teaching and learning

Blackboard- We will renewing Blackboard contact at this point. The CSCU EdTech LMS committee will be getting more information regarding best practices for Blackboard soon.

Respectfully submitted by: Monica Sousa