

LOS MEDANOS COLLEGE

Minutes

Purpose: Distance Education Committee Meeting

Location: Office of Instruction Conference Room 420

Date/Time: April 1, 2013 1:30 – 3:30 PM

Present: Clayton Smith (Interim Chair) Tawny Beal , Kirsten Martin, Debbie Wilson, Laurie Huffman, Rikki Hall, Eloine Chapman, Mary Oleson

Agenda Topic	Outcome
1. Announcements	There were no announcements
2. Approval of agenda and minutes	The agenda was approved, The minutes were approved with the change that Tawny Beal was not present at the April 1 meeting.
3. Revision of Online Supplement form	The Online Supplement form was sent to the Curriculum Committee with revisions to question 2 regarding the use of outside instructional sites beyond Desire2Learn and changing question 3 from “regular effective instructor-student contact” to “regular substantial instructor-student contact”.
4. Accreditation	The draft of Standard IIA – Instructional Programs can be found on the Insight portal site.
5. Student survey	Copies of both the faculty and student surveys conducted in the Fall of 2011 as a part of the District’s LMS review were distributed electronically to committee members.
6. Online Supplement for ENGL 129	The supplement is recommended to the Curriculum Committee with changes.
7. Advising/Test for prospective online students	The State Academic Senate is researching the need for student testing and possible training in taking online courses.

Next Meeting Monday, May 6, 1: 30 p.m. to 3: 00 p.m. Room TBD