



## **DISTANCE EDUCATION COMMITTEE MEETING AGENDA & MINUTES - 10/29/2013**

2:00 PM - 3:00 PM, 10-29-13 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

### Agenda

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1. Approve Minutes
2. Work Plan & Goals for year
3. Definition of hybrid versus online course
4. D2L Homepage & Widgets
5. Next Meeting

### Attendees

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Beth McMahon, Brian Huschle, Mary Amundson, Stacey Hron, Dorinda Sorvig, Jodii Stauss-Stassen, Zack Nicklin, Karl Ohrn

### Note-taker

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Karl Ohrn

### Minutes

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- Approve Minutes
- Last Meeting Follow-up
- Strategic Plan Review--Discussion on the 2013-2014 Distance Education Strategic Plan took place. Input from others was reviewed. Several changes were made to the Strategic Plan as a result. The question was raised on whether or not the items were numbered based on priority. Since this is what people generally assume, the decision was made to number them based on priority. For Roman numeral **I--Improve Collaboration with IT Department**, the concern was that the committee got bogged down on this item in the past. It was decided to move this to item number 5 (Roman numeral V) on the Strategic Plan. Further, the Distance Ed Committee should instead complete an annual review of survey data that IT collects.

The following changes were decided for **II. Expand student support and library services for distance students**. Revise A.1. (line#13) to read stonger; "Develop fully

online support services.” Delete item A.2. (line #14 on spreadsheet). Delete II.B.2 (Line #18). Add “Work with SEM Committee as appropriate” to II.C.1. (line #19). Accessibility should be in the work plan under this item.

Move **III. Increase and maintain enrollment in online programs and courses** to second-to-last in priority. Change III. B. to “Improve online program development.” Delete III. C. (line #29).

For **IV. Create and implement a marketing strategy for online courses and programs**, Delete IV. C. (line #35).

For **V. Quality Course Design**, Delete A. 1., 2., 3 (lines #37-30). This work is done in other committees. Add C, professional development piece.

Items on strategic plan were re-prioritized as follows--Student, faculty, support, III and IV were combined.

**ADDED**--Committee members voted to change the name of this committee to from Distance Education to “E-learning Committee.”

## Action Items

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Defintion of hybrid vs. online course--A subcommittee was formed to provide clarification. Members of subcommittee are Beth McMahon, Jodi Stassen, & Dorinda Sorvig
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## Future Meeting Agenda Items

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## Meeting Schedule 2013 - 2014

### ***Distance Education Committee***

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Campus</i>
<i>Tuesday</i>	<i>Sept. 17, 2013</i>	<i>2-3</i>	<i>EGF - RM 301 TRF - RM 662</i>
<i>Tuesday</i>	<i>Oct. 29, 2013</i>	<i>2-3</i>	<i>EGF - RM 301 TRF - RM 662</i>
<i>Tuesday</i>	<i>Nov. 19, 2013</i>	<i>2-3</i>	<i>PolyCom - TBA</i>

<i>Tuesday</i>	<i>Dec. 17, 2013</i>	<i>2-3</i>	<i>PolyCom - TBA</i>
<i>Wednesday</i>	<i>Jan. 22, 2014</i>	<i>2-3</i>	<i>PolyCom - TBA</i>
<i>Wednesday</i>	<i>Feb. 19, 2014</i>	<i>2-3</i>	<i>PolyCom - TBA</i>
<i>Wednesday</i>	<i>Mar. 19, 2014</i>	<i>2-3</i>	<i>PolyCom - TBA</i>
<i>Wednesday</i>	<i>Apr. 16, 2014</i>	<i>2-3</i>	<i>PolyCom - TBA</i>
<i>Thursday</i>	<i>May 8, 2014</i>	<i>2-3</i>	<i>PolyCom - TBA</i>