D.E.C. MEETING AGENDA

August 19

Friday

12:30 p.m. – 2:00 p.m.

LUNCH WILL BE SERVED FROM NOON UNTIL 12:30

I. Call to order

II. Approval of minutes of previous meeting

III. Reports

    A. Progress Report for online Information (Library) Literacy Module –Dr.

    Asadi (or representative)

    B. Progress report for online faculty certification – Sonya Ratliff

    C. Progress report for Student technology certification and online version

    – Rochelle Johnson

    F. Bylaws – Miguel Fernandez

IV. Unfinished Business

    A. 2011-2012 D.E.C. meetings schedule

    B. Student and faculty email inboxes – IT representative

IV. New Business

    A. Policy development – New Moodle shells release

    B. Departmental Distance Education Policies template

    C. Survey of students for proposed online courses

    D. Approval process for new online courses

        (Chair approval; Provost approval; ODL approval of faculty competency; end of semester review of new online course offerings; deadline for Departmental online course offerings)

V. Open discussion

    A. Submission of Departmental Distance Education policies to D.E.C.

B. Submission of O.D.L. plan for providing support and training to online teaching faculty

C. Submission of O.D.L. plan for providing Moodle support and training to students.

D. CSU Administration plan for supporting Distance Education

E. D.E.C. membership committee (?)

VI. Closing