RC/NC Distance Education Committee

January 27, 2011

3:00-4:00

CCI 208; AC1 270; AV1 207; OC 7

Agenda

**Thought for the day:**

**”Distant learning programs are invaluable because they provide a segment of our population with the critical literacy and job-related skills as well as the means to take their careers to the next level.” -Senator Edward M Kennedy**

1. Review and approval of agenda
2. Review and approval of December, 2010 minutes
3. Old business
	1. From September: Brent Nabors made note that “hybrid “classes are growing in number and hybrid classes should be addressed in our standard statement.
4. New business:
	1. Web Advisor: More areas of improvement – Gary Sakaguchi
		1. Apparently the email feature from Web Advisor does not work
		2. Web Advisor is very difficult to access during peak periods, like the beginning of the semester. What is the main problem? What is the fix?
		3. Why not include phone numbers of waitlist students in Web Advisor?
		4. Why not include waitlist students in Blackboard
	2. Online instruction workshops. Daniel Morales and David Atencio have volunteered to do online instruction workshops. Topics can include:
		1. Best Practices
		2. Content delivery methods
		3. ADA compliance
		4. Using social networking
		5. Creating video and other media
		6. Virtual hours
	3. Outlook Web Access time out is too short. Can it be extended? – Gary Sakaguchi
	4. Other potential downstream issues/topics:
		1. Media server
		2. Technology grants
		3. Technology survey and integration
		4. Social Networking guidelines
5. Adjourn