RC/NC Distance Education Committee

January, 2010

3:00-4:00

CCI 208; AC1 270; AV1 207; OC 7

Minutes

**Members present:** (RC) David Atencio, David Borofka, Walid Tayar, Alan Avakian, (WI) Erica Johnson, Michele Johnson, Brent Nabors, Kelly Fowler, Jason Gardner, Gary Sakaguchi - Director of technology

1. Review and approval of January 2011 agenda [Approved]
2. Review and approval of December, 2010 minutes [Approved]

3. Old business

* 1. Hybrid statement addition to the DE Standard statement– *IMPORTANT CLASS NOTES\*\*\*This class is a hybrid class, where there is a carefully planned blend of both traditional classroom instruction and online learning activities... There will be some online class instruction hours and/or requirements that you need to do outside of this class.  Instructor's contact information can be found at:*[**www.reedleycollege.edu**](https://sdoexowa1.scccd.net/exchweb/bin/redir.asp?URL=http://www.reedleycollege.edu)or[**www.northcenters.com**](https://sdoexowa1.scccd.net/exchweb/bin/redir.asp?URL=http://www.northcenters.com)**” -** from Brent Nabors is agreed to and will be moved forward along with the DE Standard statement: *“Students must check their Blackboard account by the first day of the semester. Failure to do so may result in the student being dropped from the course. Instructors may also require one or more face to face meetings. Please contact your instructor for more information. Instructor’s contact information can be found at:* [*www.reedleycollege.edu*](http://www.reedleycollege.edu/) *or* [*www.northcenters.com*](http://www.northcenters.com/)*.*
1. New Business
	1. Email time out – works as designed
	2. Web Advisor capacity is at its limits due to licensing and infrastructure
	3. Include phone numbers of waitlist students in WebAdvisor, and including them in Blackboard – rejected for various reasons and not carried forward
	4. Kelly Fowler (WI) presented the revised “Distant Education Accessibility Guidelines” – moved forward for more research on what current cycle Accreditation group may be working on it
2. Tasking/Action:
	1. Chairperson to research “Distant Education Accessibility” as it applies to DE committee responsibilities.
	2. Chairperson to move the DE *“Standard Statement”* forward
3. Down steam:
	1. media server
	2. technology grant
	3. technology survey and integration
	4. social networking guidelines
4. The RC/NC DE Committee adjourned at 3:50