

Minutes
Distance Education and Outreach Committee
September 13, 2018, 1:00 p.m.
GSSC 238

Members present: I. Mazid, K. Nelson, R. Roark, D. Stone (Secretary), M. Swafford (Chair).

Guest present: N/A

Members absent: N. East, P. Garcia, L. Sumption, L. Weems, C. Chacon.

Recording Secretary R. Roark

Quorum present? Yes

Approval of Minutes: Will present minutes for approval during meeting on 10/11/18.

Discussion: Welcome by Mr. Roark

Old Business: N/A

New Business:

- Election of Committee Chair
 - Dr. Stone nominated Dr. Swafford; second Ms. Nelson.
 - Committee members present voted unanimously in favor of Dr. Swafford.
- Election of Secretary
 - Ms. Nelson nominated Dr. Stone; second Dr. Mazid.
 - Committee members present voted unanimously in favor of Dr. Stone.
- Committee Meeting Schedule
 - Members present reviewed availability and feedback provided by members not present.
 - Committee decided unanimously to schedule next three monthly meetings on second Thursdays 2:00-3:00 p.m. (10/11, 11/8, 12/6). Will discuss spring schedule in January.
 - Mr. Roark volunteered to send Outlook meeting invitations to all committee members.
- Housekeeping items
 - Mr. Roark volunteered to draft minutes for this meeting, and can assist Dr. Stone on future meetings.
- Distance Education Survey

- Discussed that survey has historically been sent in the fall, but that timing and content of survey should be discussed.
- Committee tabled discussion until the October meeting.
- Mr. Roark agreed to send committee the survey results from fall 2017 prior to October meeting.

- Potential focus topics for 2018-2019
 - Library resources – collaboration with academic departments on content, and advertisement of resources to all the faculty.
 - Explore the development of a single location (hub) for online student resources and support services.
 - Collaborate with IT and Distance Learning to improve the process for integrating third-party online technologies into classes.
 - Collaborate and support Academic Affairs' efforts to fully implement Online Course Standards.

Other

None

Motion to adjourn by Ms. Nelson; second Dr. Stone.

The meeting was adjourned at 1:46 p.m.

Minutes approved October 11, 2018.