



Distance Education and Technology Committee Agenda	Tuesday, May 22, 2018 3:00 p.m. - 4:00 p.m. L-201
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Type of Meeting: Regular
Please Review/Bring: Agenda Packet

Committee Members:
 Perry Jehlicka, Co-Chair
 Greg Bormann, VPAA Co-Chair Designee
Administrative Council
 Stephanie Mattila, Counseling Faculty Representative
 Dr. Scott Lee, AP&P Representative
 Jimmie Bowen, Faculty Member
 Dr. Rona Brynin – Faculty Member
 Mary Rose Toll, Faculty Member
 Mary Jacobs, Faculty Member
 Ken Sawicki, ITS Alternative Media Specialist
 John Toth, AVFCT Member
 Sheri Langaman, Classified Union Representative
 Dr. Ed Beyer, Instructional Designer
 Dean LoNigro, ITS Management Member
 Greg Krynen, ITS Technical Trainer
 Mike Wilmes, Blackboard Administrator
 Shirlene Thatch, IMC Representative

Items	Person	Action
I. Call to Order	Perry Jehlicka	
II. Approval of Agenda	Perry Jehlicka	
III. Opening Comments from Co-chairs	Perry Jehlicka Greg Bormann	
IV. Open Comments from the Public		
V. Approval of Minutes	All	A. April 25, 2018 DETC Meeting
VI. Discussion Items	Perry Jehlicka Dr. Ed Beyer Dr. Ed Beyer Dr. Ed Beyer	A. 2018-19 DETC Goals B. Distance Education Web Site C. Faculty Online Teaching Certification D. Clarification of 50% Online Teaching Memo
VII. Action Items		
VIII. Adjournment		
NEXT MEETING: 9/25/18		



Distance Education & Technology Committee Meeting Minutes	Tuesday, September 11, 2018 L201 3:00 p.m. – 4:00 p.m.
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Type of Meeting: *Regular*
Note Taker: *Sheri Langaman*
Please Review/Bring: *Agenda Packet*

Committee Members:

Perry Jehlicka, Co-Chair
Greg Bormann, VPAA Co-Chair Designee
Administrative Council
Stephanie Mattila, Counseling Faculty Representative ABSENT
Dr. Scott Lee, AP&P Representative
Jimmie Bowen, Faculty Member
Dr. Rona Brynin – Faculty Member
Mary Rose Toll, Faculty Member
Mary Jacobs, Faculty Member
Ken Sawicki, ITS Alternative Media Specialist
John Toth, AVFCT Member
Sheri Langaman, Classified Union Representative
Dr. Ed Beyer, Instructional Designer
Dean LoNigro, ITS Management Member
Greg Krynen, ITS Technical Trainer
Mike Wilmes, Blackboard Administrator
Shirlene Thatch, IMC Representative

Guest: Stephen Burns, ITS Web Developer

Items	Person	Action
I. Call to Order	Perry Jehlicka	A. 3:03 p.m.
II. Approval of Agenda	<i>Perry Jehlicka</i>	A. Approval passed, one change – corrected date
III. Opening Comments from Co-Chairs	<i>Perry Jehlicka</i> <i>Greg Bormann</i>	A. Perry Jehlicka discussed his Senate Leadership meeting and future plans for this year. B. Greg Bormann will be attending a Distance Ed. meeting on 9/14 and will bring more info to the next meeting.
IV. Opening Comments from the Public		A. Ken Sawicki asked about the latest changes to the AVC website. ITS reported they are still working on the issues and bugs. B. Dean LoNigro introduced himself as the new Director of Technology Operations.
V. Approval of Minutes	<i>All</i>	A. April 25, 2018 DETC Meeting – Approved with one change – corrected date.
VI. Discussion Items	<i>Perry Jehlicka</i> <i>Dr. Ed Beyer</i>	A. 2018-19 DETC Goals – A panel to help with course design for Online Teaching is needed.

	<p><i>Dr. Ed Beyer</i> <i>Dr. Ed Beyer</i></p>	<p>B. Distance Education Web Site – wanted changes and improvements were discussed. Students and Staff need to be educated on its use. Some components need to be upgraded. Faculty need to submit requests to Stephen Burns in ITS.</p> <p>C. Faculty Online Teaching Certification – Dr. Beyer suggested implementing a certification requirement for faculty before they can teach online classes. The basics, transferability and standardization aspects were discussed.</p> <p>D. Clarification of 50% Online Teaching Memo – Load vs. Overload vs. Combined Load were discussed. Some possible improvements were suggested. How to implement them was also discussed. A single definition needs to be established.</p>
VII. Action Items		A. None
VIII. Adjournment		A. 4:11 p.m.
NEXT MEETING DATE: 9/25/18		