

Distance and Distributed Learning Committee
November 21, 2007
Meeting Minutes

1. Attendance: C. Anketell, A. Bakman, S. Baklayan, L. Delzeit, D. Esparza, J. Gangel-Vasquez, L. Koritzke, T. Meftagh, B. Vaden.
2. Approval of the Minutes from Oct. 17, 2007 - **Approved**
3. Chair's Report
 - a. Winter and Summer 2008 Web Pages & Shells completed
 - b. Winter Online Student Guide Posted
 - c. Dates for 2007-8 – reminders of when students upload Winter/spring
 - i. Discussion – faculty wanting DE should present their course in person - **Agreed**
4. Old Business
 - a. Set goals for 2007-8 – **prioritized – see separate sheet**
 - b. Absentee Policy for Online Instructors - **agreement with guidelines in Google Doc – based on a time period of one week. Initial complaint by instructor is sufficient reason for dept. chair to investigate and take action.**
5. DE Instructor Approvals – None for this meeting
6. Request to Use Alternative CMS – None for this meeting
7. New Business
 - a. Schedule change to Moodle 1.8 – **Set for Dec. 27. DDL Members want to explore 1.8. Linda will create area in <http://el-camino.remote-learner.net> for them.**
 - b. Class size increase to eliminate issues with adding students? – **Decided to set to 55 and not allow any adds.**
 - c. Closed captioning funding available – **Request recommendations for request for funds.**
8. Items from the Floor
9. Next Meeting: Dec. 19 at 3 pm in A-114