Distance Education Committee (DEC)
Agenda for April 8th Meeting
Location/Time: Palanakila 117 from 2:30pm – 3:30pm

Attended: Ross Langston, Navtej Singh, Michael Tom, Lance Uyeda, and Jamie Boyd

Excused: Sam Craddock, Brian Richardson, and Sarah Hadmack

Meeting called to order at 2:35pm

Items Discussed:

• March 11th meeting minutes were approved with minor corrections [1st Lance, 2nd Ross]

• Committee members reviewed and updated Online Peer Evaluation Form based on feedback provided from various departments and office of academic affairs.

• Update on Jamie’s Letter
  o IT Specialist request was ranked 13th in priority by PBC.
  o Ardis is working with Jamie to find grant money to fund this position

• Distance Education Committee Membership for 2014-2015 Academic Year
  o Mike, Brian, Lance, Jamie, Ross, Sam, and Johnny will continue for another year
  o Committee still needs confirmation from Sarah and student service representative.

• It was noted that charters posted on DEC website do not reflect latest changes. Mike Tom and Brian Richardson will investigate this matter.

• Draft of Distance Learning Strategic Plan
  o The committee review and made modification to the 1st draft of the Strategic Plan.
  o Committee members will further review the draft before next meeting.

• Other Business/Suggestions Box Comments/ IEC report for DEC / DE Hui
  o Jamie, Elizabeth, and Nick (Art) on peer mentor sub-committee has not met but the committee did not meet.

• Reminder: Next DEC Meeting is scheduled for Tuesday, April 29th from 2:30pm - 3:30pm in Palanakila 117

Meeting adjourned at 3:31pm