Distant Education Committee Meeting  
September 4, 2014

Present: Navtej Singh, Jody Storm, Kaahu Alo, Samantha Craddock, Elizabeth Ratliff, and Michael Tom  
Guest: Hongwei Li

Excused: Brian, Ross, and Jamie.

Call to Order 2:40pm

The committee did a brief introduction since there were some new members present.

1. Review and amending of previous minutes
   • Is there a non-voting member? Brian was not a voting member (administrator).
   • Crossed off abstained from item 5.

Second Elizabeth motions to accept the minutes, Sam seconds the motion. All present agreed.

2. Johnny making sure that the website is updated with official charter, Johnny will also email to all members and make available to the DE website.

3. Update to membership
   Lance Uyeda had another responsibility and was a Division I and Division II representative.
   o Email needs to be sent seeking volunteers who want to serve on the committee
   o Johnny, Send out email then send out and Elizabeth will conduct an electronic electric ballot  
     ▪ Nominees open until next Friday.

4. Strategic plan draft
   • Review of the draft is postponed. The committee will review the online data before reviewing and modifying the draft.

5. Future meetings
   • Start at 2:45pm and end at 3:45pm.
   • If a person cannot make it they should sent a proxy.

6. Late registration for online students
   • What action should be taken for DE student? (Johnny will talk to VCAA about this tomorrow)
Currently they are required to physically come in and sign the appropriate papers.

- Elizabeth recommended that we should start to document the current issues (the procedures and processes)
- Mike reminded the committee of the time constraints we should use our 8 hours to focus on specific areas.
- Elizabeth will try to get the data (success rate) from Kevin.
  - Will discuss and look at data next meeting
  - Jody will ask about/bring the class records assessed courses

Meeting Adjourned 3:27 pm