

Distance Education Council

November 19, 2021

2:00pm

[Zoom](#)

Agenda

- I. Establish Quorum (9 voting Members Required)
- II. Call to Order – *2:00 PM*
- III. Course Review Plan
 - a. Update – several have already taken place and a few more to take place. It is an informal review and an opportunity to help faculty meet the standards for courses in online/hybrid delivery.
 - b. Dean Blackwood will check with VP Golden concerning COVID Syllabus Statements for next semester
- IV. DEC Roles
 - a. Departmental Liaison – Dr. Jeri Walker, DEC Co-Chair; Dr. Aaron Adair, Reporter
 - b. Reports to Departments – membership comprised from every academic department with a purpose to assist departmental faculty with Distance Education concerns.
 - c. Information/Questions from Departments – DEC members are encouraged to add items to meeting agendas by contacting Co-Chairs Walker and Smith.
- V. Other Business
 - a. DEC Blackboard Course
 - i. Agenda – posted in DEC - Meetings folder and in Announcements
 - ii. Minutes – posted in DEC - Meetings folder
 - iii. Zoom Recordings – posted in DEC Meetings folder
 - iv. Documents – LMS Documents in LMS Transition folder
 - b. Quality Initiative – DEC did not participate in the creation of QI but can help facilitate with implementation. Academic Affairs is the author. Dean Blackwood gave information on what it states and how it functions and offered to send questions about QI to VP Golden. It must be submitted to HLC as a “living” document.
 - c. Course Template Policy – DEC members are asked to be part of the implementation of the new LMS once it has been approved. The

current course template in Bb will not import into any of new LMS, regardless of what one is selected. The goal is to have a new template designed by the end of the 2021-22 AY. Director Smith has proposed that a QM Guidelines-based template be created for approval and inclusion in the APPM. Proposal is posted in DEC - Meetings folder. Vote to be taken at next meeting.

VI. Adjourn – 2:59 PM

Next Meeting – January 21, 2022 – 2:00 PM on [Zoom](#)