**Ventura College**

**Distance Education Committee Meeting**

**Agenda**

**Thursday, December 11, 2014**

**2:00 pm – 3:30 pm**

**LRC 136 Training Studio**

Meets on the second Thursday of each month, in LRC 136 Training Studio.

PURPOSE: The Distance Education Committee exists to meet the instructional, communication, computing, and research needs of the students, and faculty, of Ventura College. The mission of the committee is to focus on the delivery of distance education and its environment be it web enhanced on ground courses, hybrid courses or fully on line courses, and to take a proactive leadership role on educational, technological and professional development issues surrounding distance education.

OUR GOAL: Our greatest wish is to provide services and quality education in the distance education format that will enhance students' opportunities to be successful in their educational pursuits. We have established a goal to improve student success in distance education classes to equal that of face to face classes.

1. Approval of November 13, 2014 meeting minutes – Gwen
2. DET/CHE 2014 Conference Update – Matt
3. ITAC Report – Matt, Andrea
4. End of year and fall semester wrap up, any comments?
5. Who is coming back for next semester to serve on this committee?
6. Adopting a rubric for quality online classes. Reviewing the Quality Matters Rubric for discussion.
7. Top items to prepare for Spring semester? Widgets, links to student services, etc.?
8. Other topics?
9. Next meeting date.