**Ventura College**

**Distance Education Committee Meeting**

**Agenda**

**Thursday, December 12, 2013**

**3:00 pm – 4:30 pm**

**LRC 136 Training Studio**

Meets on the second Thursday of each month, in Campus Student Center Staff Lounge

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. Not a small task, as we currently have an average student success rate (C or higher grade) of about 10% less than like classes that are delivered face to face.

* Approval of meeting minutes - Gwen
* Instructors to pilot the Lync integration with D2L - Rebecca
* Volunteers for the best practices study - Gwen
* Student ambassador - Rebecca
* Version 10.3 - Rebecca
* Linking online tutoring in D2L - Rebecca
* Spring D2L Training, Need Volunteer Faculty to help train Faculty – Gwen, Rebecca
* Accreditation and Spring Strategic Plans to meet Accreditation Expectations - Gwen and Andrea
* Update on online tutoring - Sandy
* Other

Next month’s Agenda items:

* Planning for practices and policy suggestion updates to our DE Handbook
	+ Faculty attendance in the classroom in support of Regular and Effective Contact requirements
	+ Best practice piloting in the online classroom
* Student Orientations feedback
* Strategic Planning in DE at Ventura College
* Trainings for Spring 2014