**Ventura College**

**Distance Education Committee Meeting**

**Agenda**

**Thursday, January 9, 2014**

**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.

* Minutes reviewed and clarifying goals for this spring semester – Full committee
* Planning for practices and policy suggestion updates to our DE Handbook – Gwen, Andrea, Sandy
	+ Faculty attendance in the classroom
	+ Regular and Effective Contact best practices for student success and documentation
	+ Documenting last day of attendance in online classes
	+ Best practice piloting in the online classroom
	+ Best practice for evaluating online classes
* Student Orientations feedback  - Rebecca
* Strategic Planning in DE at Ventura College/ Planning for growth - Gwen
* Trainings for Spring 2014 – Rebecca, Sharon, Others?
* Quality Matters Mentorship Development - Gwen
* Smart-thinking Update - Sandy
* Concerns and feedback regarding DE this week?
* Other

Next month’s Agenda items:

* California Virtual Campus  - Gwen
* Tri-college Distance Education Committee – Gwen
* Accreditation Update for DE – Gwen, Sandy, Andrea