

	Distance Education Advisory Committee	<b>Meeting Materials:</b>
	Meeting Minutes for December 6 <sup>th</sup> , 2018  Library, Room 102 1:30 – 2:30 PM	- DEAC Minutes for 10-25-18 - Meeting Agenda

**Present**

Elana Azose (PD)  
Dustin Black (Chair; LLR/BSS)  
Kevin Degnan (Humanities)  
Laurie Houske (BSS)

Kurt Hull (BUS)  
Crystle Martin (Director, LLR)  
Mary McMillan (LLR)  
Gema Perez (LLR)

<b>Welcome &amp; Introductions</b>
Dustin Black (DB) greeted the committee and recognized Rhea Lewitzki as a new DEAC member.
<b>Minutes Approval</b>
Minutes from DEAC meeting on 10-25-18 were briefly reviewed and approved.
<b>Information, Inquiry, &amp; Reports</b>
DB alerted committee to a hold on non-academic Canvas Site creation, pending DE’s development of policy therein.
Kurt Hull (KH) inquired into the possibility of clarifying course descriptions in MyECC to better distinguish between hybrid and online courses, which further discussion established as a matter that is under the purview of each Division, as well as the VP of AA.
DB referenced recent calls / meetings with vendors and ECC ITS staff in providing a report on the status of ongoing Canvas / MyECC sync issues.
DB reported on results of DEAC consultation re: establishing a standard lead-time for regular semester/session Canvas Site creation, with consensus holding that a 1 month lead-time is optimal.
<b>Recommendation Solicitation</b>
DB solicited DEAC’s recommendations on potential SP19 PD Day workshops, with a request for direct email suggestions.
<b>Closing Questions, Comments, &amp; Adjournment</b>
DB identified issues to be addressed in future Fall DEAC meetings, including ECC DE policy development and DE Addendum recommendations. No further questions or comments were put forward.
Meeting adjourned at 2:28 PM