

Distance Learning Committee
Friday, November 3, 2017
1 – 2:30 HLC 2218
Meeting Minutes

Agenda Item	Action
1. Welcome, introductions, and call to order	The meeting was called to order at 1:06 pm. The following committee members were present: Clark Peterson, Michael Anderson, Donna Moore, Al Purcell, Shih-Ting Lee, Clark Shaffer, Amy Setter, Teresa Moore, Erasmus Addae, Nick Sarantakes, Terry Barksdale, Zoe Van Sandt, Herb Coleman and April Whalen
2. Review of Distance Learning Faculty Handbook	Erasmus Addae, Dean of Distance and Alternative Learning gave an overview of the proposed DL Faculty Handbook. The document will be put on google drive for comments and conversations. The handbook will be maintained by Distance Learning and the Distance Learning Committee.
3. Review of job description for Instructional Division Distance Learning Liaison	Dr. Cook has agreed to fund this new position. The job description will be in the google drive for review.
4. Sub-committee/Workgroup assignments	The sub-committee members and leaders have been assigned. An orientation committee has been added and will be led by Clark Shaffer. The assignments will be on the google drive.
5. Adjournment Next meeting February 6	The meeting adjourned at 2:40 p.m.