**Distance Education Committee**

**November 8, 2017**

**10:30-11:30 (K-112B)**

**Meeting Minutes**

* Senator Susan Anne Hawkins is reaching out to Faculty Senate for input on the handbook
* Today’s revisions focused on
  + Sandra Wills’ revisions of the section on Faculty Course and Program Assessment Evaluation
  + Karen Stevenson’s revisions on Appendix 2
  + David Welch’s revisions on Appendix 1
* The group decided to make separate sections for course development and course delivery
* Volunteers needed for homework for next week

**Homework for next week**

1. Definition of course developer (Bryan completed, see section II.C.)
2. Definition of course maintainer (Bryan completed, see section II.C.)
3. QM Appendix 5-add content (Dale Rogers and Sam Day)
4. Additional content added to or removal of section VII. Qualifications and Selection of Faculty-David Welch
5. Should Appendix 1 be removed from the handbook since it is a contract? Question for the committee.
6. Do we need Appendix 6?  Karen Stevenson can probably answer this question
7. Additional content for Online Course Delivery is needed (section V.B.)-Need volunteer
8. Organizational review section I. (check to see if content is out of place or misworded) Need Volunteer
9. Organizational review section II. (check to see if content is out of place or misworded) Need Volunteer
10. Organizational review section III. (check to see if content is out of place or misworded) Need Volunteer
11. Organizational review section IV. (check to see if content is out of place or misworded) Need Volunteer
12. Organizational review section V. (check to see if content is out of place or misworded) Need Volunteer
13. Organizational review section VI. (check to see if content is out of place or misworded) Need Volunteer