Distributed Education Coordination Council	12/06/2006 **Minutes** 10:00 a.m. – 12:00 p.m. **District – Professional Development Center**

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes	Motion to approve by Jack Jackson, seconded by Denise Hoyt	
Crafton Hills reports	Crafton is still working on the approval process for the on-line classes. They are currently working on an approval process for contents and a validation of the instructors certification	
Valley College reports • Information and dates for SBVC's "Great Online Teachers Retreat"	With Cory Brady's assistance, the universal access point for on-line classes has been completed. The Great Online Teachers Retreat will be the 26th through the 28th of April, 2007. The Blackboard training is scheduled for January 11th and 12th, a breakdown of the items covered was provided. The Blackboard shells have been created and this has been very helpful from an instructor's perspective. An on-line-sampler has already been created to assist students to gain access to on-line courses.	Glen has asked that Chuck create a timeline of when items in Blackboard have been created for documentation purposes.

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Discussion items		
• Blackboard issues and notification of	If Chuck becomes aware of an issue with Blackboard, he will send notification of the issue to the CHC or Valley faculty members. If he is notified of any issue, he will send out an e-mail to the CHC or faculty members to see if anyone else is experiencing the same issue.	
• Local support and training for Blackboard	The training is scheduled for the 11th and 12th of January at Valley. In addition, Glen has committed to have at least two individuals at each site.	Chuck will contact Blackboard to see when they will be available to do this training. Hopefully the training can take place in early spring.
• The ability to add users to Blackboard but not remove them	There was a lot of discussion regarding the pros and cons of adding and deleting users from Blackboard. It was decided that the issues would be tabled until the committee members went through the administrator training and had a better idea of the possibilities available.	Glen would like to contact blackboard to discuss other possibilities of adding and removing individuals. Chuck will turn off the enroll users function and turn on when requested, but turn off after a specified period of time. Chuck will bring of list of all roles for course/organization and their abilities to the next meeting. Chuck will send out an e-mail that this function will be turned off.
• Online course evaluation form	Based on the Tools Committee, The Academic Committee has to develop this form, but it can not be District driven	Colleen forwarded copies of the evaluation forms to the committee.
• Intellectual copyright issues	The issue will be discussed at the February meeting.	Colleen sent out the original draft as well as the language from Yuba College
• Pilot out the telecourses to use as a demo	Glen would like assistance in creating shells to imbed the links as a demo on how to design or model the streaming video courses	T.L. Brink will assist Glen to create these shells.
• Upgrade	We will be upgrading to Blackboard 7.1. The upgrade will be completed during spring break, March 19th through the 23rd.	

• E-commerce	The E Transaction is being implemented this week. The actual card system will be installed in early January.	
• Central Help Desk	The Central help desk will be rolled out 1/1/07 for faculty and staff. This is a 24/7 help desk. The help desk will assist on any systems the district has. Roll out for a student is 7/1/2007.	
Next Meeting	February 7, 2007 10 am at the PDC	