Distributed Education Coordination Council	2/07/2007 **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 T.L. Brink, seconded by Denise Hoyt.	
Crafton Hills reports	Denise was questioning if there was an on-line course for using Blackboard- a shell that will teach people how to teach using blackboard- discussion followed. At-One currently offers such a program. Crafton is moving forward with their form for instructors to certify they have the required experience to teach and online course. There will be a meeting today to finalize their strategic plan that will then be submitted to the Academic Senate for review. At their next meeting they will review the evaluation process for online course approval. Several courses have been approved for online courses but do not have the required online addendum in place. A review of these courses will take place. An instructor from Pepperdine will be presenting a series of training sessions regarding course design for online instruction.	Denise will review the At-One program and let the committee know if the program is sufficient for Crafton's needs.
Valley College reports	Valley will be holding the Great Online Teachers Retreat in April. There are additional openings. Kay Weiss will send Rick Hogrefe the information. Jack Jackson and Kay Weiss are working on revamping the Online teacher's certification and adding a re-certification process. The online committee is working on developing some policies and procedures. The committee is also working on a tracking system for the online courses, enrollment, success ratio, portion of course that is taught online prior to a review, etc.	

Discussion items		
• Local support and training for Blackboard	The training will take place over a two day period of time in late March or earl April. There will be 20 attendees, five per college and five for the district. While each college can have five attendees, there will only be two individuals per college identified as System Administrators.	Chuck will mail two different date options to the group for review.
• The ability to add users to Blackboard but not remove them	This item will be addressed after the System Administrators are in place.	
• Intellectual copyright issues	The three different versions (SBCCD, YCCD and the League's template) were reviewed again and discussed The terminology included in the YCCD version pertaining to the Exceptional Resources is more inclusive than the language in the League template.	Glen will incorporate the language from the YCCD version pertaining to the Exceptional Resources into the League Template and send it out to the committee. Recommendations can then be made via e-mail.
• DETS website- statistical needs	We will be rolling out a new website for Distributed Education and Technology Services, DCS and the Print Shop. One of the items that will be made available under faculty is online statistics that will be accurate within the last twenty-four hours	Glen asked the group to comprise a list of statistics or other items that are important to them that they would like displayed on the website.
• EduStream website	Glen gave a brief overview of the EduStream website and the District's role in this website.	
• CTA negotiations Team	Glen is a member of the CTA negotiations team. He will keep this committee updated on what is discussed as it pertains to the Online College and recommend that the committee bring in some representatives from the online committee when this issue is discussed.	
• Gradebook feature in Blackboard	There is a problem with some of the input of grades on the Blackboard gradebook. Discussion followed regarding the issues and potential solution.	Chuck to check with Blackboard to see if Blackboard can put a note in the gradebook system regarding the issue.
• Blackboard 7.1	Will be rolled out during the spring break, however within the next few weeks, it will be added to a test server for exploration purposes.	

Next Meeting	March 7, 2007 10 am at the PDC	