



**Distance Education Committee**

**Minutes**

**Sep 4, 2019**

*revised 9/25/2019*

**Date:** Sep 4, 2019 **Starting Time:** 2:56 p.m.  
**Location:** MD-201 **Ending Time:** 3:55 p.m.  
**Chair:**  Steve Perry  
**Members:**  Amy Caterina  Kelly Falcone  Efrem Alexander  John Harland  
 Erin Hiro  Clare Rolens  Sherry Goldsmith  Henry Lesperance  
 Jonathon Singh  
**Invited:**  Dillon Emerick  Michael Gilkey  Linda Morrow

- I. CALL TO ORDER: Meeting was called to order at 2:56 pm
- II. APPROVAL OF MINUTES: Approved Minutes for May 1, 2019 meeting
- III. PUBLIC COMMENT : None
- IV. ANNOUNCEMENTS /INFORMATION
  - a. Steve reported on progress and plans on Accessibility promotion
  - b. Steve gave short report on the Online Teachers Conference
  - c. John Harland demonstrated how to make a Syllabus accessible **and suggested that a repository of documents properly formatted for Accessibility to the Accessibility Portal website.**
  - d. There was a discussion on how to move forward to replace the current POET system with two courses from @ONE. Steve said he would send out the current revision of "Instruction to Teaching and Learning" for review and comment.
  - e. Steve announced a workshop on the new Title 5 regulations concerning Distance Education.
- V. ACTION :
  - a. DE Committee unanimously approved adding a permanent Library position to the DE committee.
- VI. AJOURNMENT: Meeting adjourned at 3:38pm