### Committee Name: Distance Education Advisory

**Date:** 10/20/2014  
**Time:** 3:30-5 pm  
**Facilitators/Location/Chair:** Francine Van Meter, TLC

| attendees: | Francine Van Meter, Rachel Mayo, Deirdre Scholar, Nancy Stucker, Tommy Lightfoot, Veronica Lundquist, Steve Schessler |
| guests: | Carolyn Jackson |

#### Topic, Info/Action | Topic Lead | Time on topic | Discussion | Action Items and Timeline | Primary Effectiveness Link |
|-----------------------|------------|--------------|------------|----------------------------|---------------------------|
| Approval of Agenda Action | All | 5 Min | • GE Patterns and DE Courses, Carolyn Jackson  
• OEI update  
• Demographic information on DE students  
• DE Report to Board | • Ask Jay to check with counselors about what students want in online classes | None |
| Approval of Minutes Action | All | 5 Min | • To be added during the meeting | • approved | None |
| Cabrillo updates Info | Francine | Min | • GE Patterns and DE Courses, Carolyn Jackson  
• Demographic information on DE students  
• DE Report to Board | • Carolyn facilitated approval of DM3 in GE C1 category; it’s a hybrid course  
• Administer DE Student Satisfaction Survey in December | Student Success |
| Chancellor’s Office Updates Info | Francine | Min | • DEC 101; our three pilot courses include ANTHR2, CJ1, and SOC1  
• OEO update | • | Institutional Effectiveness |
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<thead>
<tr>
<th>Topic, Info/Action</th>
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<tbody>
<tr>
<td>Increased DE courses Action</td>
<td>Santa Cruz County Economic Vitality Strategy</td>
<td>“Exploring opportunities for UCSC and Cabrillo to increase offering DE courses to improve workforce readiness”</td>
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<td>Student Success</td>
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| Agenda Building & Summary Take-away Info | Min | Drop in help on taking an online class  
Look at Student Satisfaction Survey results  
Update degree matrix |  |  | None |