

Agenda – Meeting 1
Distance Education Committee
Vernon College

November 19, 2010 ▪ 10:00 AM ▪ VER RM 423, CCC RM 504

- **Call Meeting to Order**

- **General Business Report**
 1. **Name Change from Distance Learning to Distance Education**
 2. **Charge of the Committee (Exhibit A)**
 3. **Blackboard Learn 9.1**
 - **Training Process (Exhibit B – pg. 1)**
 - **Training Checklist (Exhibit C)**
 - **Spring Training Schedule (Exhibit D)**
 4. **Rubric for Online Instruction (Exhibit E)**
 - **Process (Exhibit B – pg. 2)**
 5. **Distance Education Website**
 6. **Revise 2009-2010 Distance Education Manual (Exhibit F)**
 7. **Select Next Meeting Date/Time**

- **Adjournment**

Meeting Notes: