**TAFT COLLEGE DISTANCE LEARNING AND EDUCATION COMMITTEE**

**Minutes for**

Monday, February 12th, 2024

12:10 pm – 1:00 pm

S -11

**Call to Order:** Farmer, 12:10 pm

**Attendees:** Amar Abbott, Geoffrey Dyer, Heather Cash, Jon Farmer, Jason Page, Joy Reynolds, Wendy Berry Krystal Allikas, Tabitha Raber

**Absent:** Candace Duron, Leslie Minor, Becky Roth

**Public Commentary/Guest:** None

**Approval of Minutes**

* November 13, 2023, Minutes submitted by Heather Cash
* No Corrections were noted, Minutes approved by unanimous consent.

**Information Items**

* DE Updates
  1. Farmer shares with the committee information about future SkillUP: March 15th at 10 am in T14 on Accessibility for Web Design.
  2. Farmer also shares that the DE department is now hosting a monthly newsletter with all related updates.

**New Business**

* Distance Learning Approval Forms
  1. EHS-Endangered Species Regulation and Protection
     1. Motion to forward to Curriculum: Reynolds
     2. Second: Dyer
     3. Motion passed unanimously
* AP 4105 Distance and Correspondence Education Motion to forward to Curriculum: Abbott

1. Motion for committee members, **Reynolds and Dyer,** to synthesis suggested feedback made by the committee DLEC: Abbott
2. Second: Raber
3. Motion passed unanimously
4. Notes: Reynolds and Dyer will update the committee with edits, taken from committee feedback, at the next meeting.

**Report Items**

* **New Canvas Releases:** Reynolds shares new canvas rollouts and LTI options with the committee, the committee is thankful for the updates.
* **ADMJ 1510 Summer Update:** Raber asks Farmer for information regarding the ADMJ courses statues in regards for the summer schedule, farmer states he will talk with A.Bledsoe for the needed information.
* **DE Proctoring LTI Services:** Farmer announces the updates on a possible proctoring service: EduSynch and HonorLock he let’s the committee know that the department is currently still working through the Vetting process of an LTI.

**Next Meeting and Adjournment**

* Farmer moved to adjourn the meeting at 12:49 pm. Next meeting on March 11th,2024 in S11 at 12:10.