**TAFT COLLEGE DISTANCE LEARNING AND EDUCATION COMMITTEE**

**Minutes for**

Friday, August 23rd, 2024

8:00 am – 8:50 am

S -11

**Call to Order:** Farmer, 8:02 am

**Attendees:** Amar Abbott, Geoffrey Dyer, Heather Cash, Jon Farmer, Jason Page, Joy Reynolds, Krystal Allikas, Ken Smith, Leslie Minor

**Absent:** Rebecca Roth

**Public Commentary/Guest:** None

**New Business**

* Distance Learning Approval Forms
  1. **DNTL 3015 and UDGE 3005**
     1. Motion to forward to Curriculum: Dyer, with notes of clarification for Instructor
     2. Second: Abbott
     3. Motion passed unanimously

1. **Notes:** Jon Farmer will reach out to faculty for clarification for expectations for these areas:
   1. Methods of Evaluation
   2. Regular Effective Contact
   3. Expectations on participation within Discussions
   4. Presentation expectations

**Next Meeting and Adjournment**

Farmer moved to adjourn the meeting at 8:49 am. Next meeting on Monday, September 16th, 2024, in Room S11 at 12:10pm.

Minutes: Submitted by Heather Cash