

## **CoDE Agenda**

Tuesday, February 27th, 2018

12:20-1:30pm - FIC Conference Room

- I. Call to Order**
- II. Comments from the audience on agenda items only (2 minutes per speaker)**
- III. Approval of Minutes – Via Email Sept/Oct/Nov 2017**
- IV. Coordinator's Report**
  - A. New DE Coordinator (Schumacher)
  - B. New DE Faculty Development Coord. (Gamberg)
  - C. New DE Website (<https://www.glendale.edu/online>)
  - D. DE Update in Catalog to Reflect Orientation Policy, Pg. 12 (<https://www.glendale.edu/home/showdocument?id=34228>)
  - E. "Don't Forget to tell your Division"...handout!
  - F. New @One DE Certification Trainer (Schumacher)
    - New Dates: March 5, April 23 – Summer Dates?
  - G. New Faculty Innovation Center (FIC) Office SV112
  - H. Office Hours for DE Team in the FIC
    - Schumacher Office Hours T/Th 9:30-10:30am, W 9:30-12pm
    - Gamberg Office Hours M 11-12/Th 1:45-3:35pm
    - Lantz Office Hours M-F 8-4:30pm
- V. Call for additional items (for future agendas)**
- VI. Approval of Agenda**
- VII. High Priority Items**
  1. Review and Discuss DE Addenda
  2. Add "Video" and "Samples" for DE Addendum Creation?
  3. Approval of DE Addenda Reviews
    - 3.1. ARCH 106 (TAD)
    - 3.2. STDV 101 (STDV)
    - 3.3. SPCH 104 (LAD)
    - 3.4. MCOMM 101 (LAD)
    - 3.5. ETHS 110 (SSD)

- 3.6. TART 101 (VPAD)
- 3.7. BUSAD 158 (BUSD)
- 3.8. HIT 197 (BUSD)
- 3.9. RE 140 (BUSD)
- 3.10. HUMN 115 (ENGD)
- 3.11. HUMN 125 (ENGD)
- 3.12. PSYCH 104 (SSD)
- 3.13. PSYCH 106 (SSD)
4. DE Goals and Vision – Discuss and Brainstorm
5. Standardize Ticket Note for DE Classes?
6. Standardized Syllabus for DE Classes?
7. Standardized Welcome Letter for DE Classes?
8. Form a DE Handbook Taskforce to Create Policy/Procedures/DE Course Quality –  
Meeting Dates: March 13, April 10, 9-10am – FIC

### ***VIII. Old Business***

- A. DE Program Mission Statement – Update
- B. DE Program Vision Statement – Add One?
- C. Update Distance Education 3 Year Plan – Update

### ***IX. New Business***

### ***X. Adjournment***

***CoDE Meetings: Feb. 27, March 27, April 24, and May 22***

### ***Contact Information of GCC DE Team:***

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- DE Faculty Development Coordinator: Julie Gamberg - SV112, [jgamberg@glendale.edu](mailto:jgamberg@glendale.edu)
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