Santa Monica College

Distance Education Committee
February 21, 2012 Agenda

Time: 12:45pm- 2:00pm
Location: Library Conference Room 275

Members: Jamie Cavanaugh (Chair), Julie Yarrish (Vice Chair), Dana Del George, Keith Graziedei, Dan Hurley, Peggy Kline, Jenny Resnick, Erica Leblanc, Wendi Demorst.

Interested parties: Kay Azuma, Teri Bernstein, Fariba Bolandhemat, Ellen Cutler, Stephen Druker, Janet Harclerode, Peggy Kravitz, Laura Manson, Christine Miller, Waleed Nasr, Wendy Parise, Judith Remmes, Marilyn Simons, Odemaris Valdivia, Sal Veas

I. **Updates**
   a. Approval of last meeting minutes

   b. Julie Yarrish updates

   c. Jamie Cavanaugh updates: Joint Technology Retreat

II. **Ongoing Business**

   a. Wait list/pool feedback. Discuss wait list protocol and best practices for online faculty.

   b. Discussion regarding Certification:

      > Who should go through the DE certification process?
      > Who will facilitate the training and how will it be funded?
      > How will it be administered? (Online, hybrid, or face-to-face)
      > Do we want to utilize an existing certification program through other colleges/districts?

III. **Updates**

   a. Other Updates

III. **Adjourn**

If you are unable to attend the meeting, please advise either:

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