Attendees: Rick Smith, Nicholas McMillan, Leslie Mills, Seneca Holland, Tiffany Hearne, Lauren Cifuentes, Susan Elwood, Monica Hernandez (WebEx)

1. Approve ITDEC minutes from November 11, 2014
   a. Nicholas McMillan moved to approve the minutes.
   b. Rick Smith seconded.
   c. Motion passed.

2. Response to S&E report & open discussion – Lauren Cifuentes
   a. Structural issues
      i. IT, CFE, and ODELT are trying to coordinate efforts, but entities report to three different individuals
         1. IT reports to Finance & Administration, Kathy Funk-Baxter
         2. CFE reports to Academic Affairs, David Billeaux
         3. ODELT reports to Academic Affairs, Christine Shupala
      ii. CFE, ODELT, and IT representatives meet once a week at Instructional, Learning, and Technologies Working Group (ILTWG)
      iii. Who implements recommendations that ITDEC members make?
         1. ODELT
   b. ODELT’s Strategic Plan
      i. ODELT has received a lot of input regarding their strategic plan over the years
      ii. Support continuity of learning – number one call
   c. Regarding mode of course being taught, no true data as course designations are often incorrect
      i. Overall, not many blended courses taught
      ii. ODELT’s goal is to see face-to-face courses disappear completely; replaced with web-enhanced (language change suggestion: “Face-to-face class with web-enhancement,” instead of “web-enhanced”)
         1. Another suggestion: Every term, before class schedules are due, email administrative assistants a quick-link of course designation guide so they can get their faculty to verify course designations
         2. Would like a chart of ODELT’s vision of the future (10 years in the future chart)
   d. Distance education fees associated with each designation—A certain percentage of distance education fees goes out to colleges; If you’re not designating correctly, fees are not being received
      i. Does graduate school capture any? – Lauren doesn’t believe so
ii. Rick: If every course on campus uses Bb, why can’t one fee be set (as opposed to fees being tied to course designation)?
   1. That is the model universities are going towards, fees per course designation
e. Many faculty consider the online teaching certification excessively time consuming
   i. The certificate is only a requirement for new faculty
   ii. ODELT is extremely flexible in delivery of certificate program; will customize according to faculty need
   iii. Also, ODELT gives credit for prior learning
      1. Will send out process with minutes

3. Other
   a. Examity training – Jan 15th – part of Islander Forum
      i. If you would like departmental training, please contact ODELT
   b. ITDEC initiatives
      i. Create a table including:
         1. Four major categories of course designations (face-to-face, web-enhanced, blended, fully online)
         2. Definition of each course designation
            a. Especially important to note if the designation is tied to online instruction in general, or use of Bb
            3. Example of courses related to each course designation
      ii. Construct a message for students and faculty explaining what they are getting per fee as related to course designation; what does each fee correlate to?
         1. In the message to students, share student support initiative
   c. ITDEC agenda
      i. Report first
      ii. Response to report
      iii. Work on initiatives