**Distance Educational Coordinators Meeting Tuesday, August 17, 20102:00 - 3:30 pm, #**

Members Present: Mike Orkin, Fabian Banga, Threasa Rumjahn, Alexis Alenxdar, Ed Loretto, Trulie Thompson, Tim???,

1. DE 2010

-We will have the same funding as last year, and DE coordinators still will be paid the same rate as 1.25.

- We will post the meeting agendas & minutes on the website.

- We will be established the procedures and/or the processes for online classes.

2. Meeting Schedule

-We will meet once a month on the first Tuesday between 2:00-3:30p.m. The location will be at Mike’s office. Next meeting will be on September 7th 2010.

- We will talk more on evaluations on the next meeting.

3. Training

- Alexis is going to have a Moodle Modules course training on this Thursday (8/19) at 4:00pm. The goal for this training is getting people to help each other for using in Moodle Modules.

- DE coordinators should hold a workshop/training in each campus.

4. Tech Support

- Tim is focusing on customers tech support.

- Alexis is focusing on stuff for faculty.

- Student Ambassadors and Computer Lab need to be trained for helping student log on.

- Student should know whom to contact if they are having questions.

- Need to make a link for online classes on the website of passport.

- Instructors should be told the Moodle term backing up stuff.

- Need to ban for uploading movie files to the Moodle.

- Need to push Peralta Email for student using.

- We will have a presentation for Gmail on next meeting.

We will talk more on the next meeting for

5. Student Services

6. Accreditation

7. Moodle Moduels

8. Remote Hosting