**Online Learning Committee**

**Minutes from 10/18/18**

Attendees: Steve Paulone, Danielle Ebbrecht, Doreen Rogan, Maureen Simmons, Claudette Dupee, Dianne Fallon, Jason Arey, Amber Tatnall, Lisa Murphy

Approval of Minutes: Maureen moved to approve, Lisa seconded, all approved

Review of Agenda: all approved

New Business:

1. Handbook items to review:
   1. #1 Mission Statement – the group reviewed and cleaned a list of mission statements, developing a single statement for final review and comment at November’s committee meeting.
   2. #2 Online Education Organizational Structure – reviewed two options for set up of the roles and responsibilities of the organizational structure for online ed. We chose to move forward with the concept in the first option. Student Affairs, Library and Learning Center will bring suggested bullets for their areas to the next meeting and the whole committee will review the description and bullets and bring additions or edits to the November meeting.
   3. #6 Verifying Student Identity – reviewed the statement and suggested the addition of the temporary password that is initially sent. Eric will bring an updated statement to the November meeting.
   4. #26 Learning Support Available in Courses – began to review and will revisit it at the next meeting.

Meeting adjourned.