Meeting called to order at 1:36 PM by Dean Brian Ellison.

The minutes for the October meeting were approved with three typographic changes.

The agenda order was modified to begin with presentations.

1. Project Demo from TMI: Using Streaming Video. Patricia Delich presented several examples of CCSF courses that make use of video, both streaming video and imbedded video.
   a. Dennis Piontkowski’s math course is developing personalized video. The instructor stands at a whiteboard and writes out the graphic part of his lesson. The video will be used in the lab part of the math program. Meeting participants praised the lightning and audio aspects of the example shown.
   b. Joyce Liu’s online Chinese characters course uses streaming video, including animated character writing. It was noted that the state-wide California Virtual Campus group has recognized the course with a first prize for online instruction.
   c. Patricia Delich also showed an “Introduction to Light” streaming video.
   d. Tim Su pointed out that Camtesia software can reduce the size of video files and speed up the downloading process.

2. Upgrade to Email System. Doug Re explained the Groupwise email filter Barracuda and how it will evaluate each message.
   a. Virus-infected messages/attachments will be blocked.
   b. Probable spam will be quarantined and the user will get a daily message with a link to the quarantined mail list.
   c. Possible spam will be labeled BULK and delivered.
   d. Normal appearing messages will be allowed and delivered.
   e. Users can “allow” any particular address on their whitelist tool.
   f. Mamie How reported that pilot users of Barracuda attested to its quality.
   g. Vic Fascio reported that a digital handout about Barracuda is now available on Groupwise.
h. Doug Re reported that Fog email will be phased out during summer 2005; however, web space on Fog will remain. He clarified that listserv’s are maintained on Cloud.

i. Finally, Doug Re reported that January 2005 will see installation of clustered servers that will make Groupwise more robust, and the software will be updated to Groupwise 6.5.

3. Accreditation Self-Study, Feedback on Standard III.C. Mamie How had circulated a number of handouts at the October meeting that contained the current Accreditation Self-Study templates with commentary and with a request for suggestions at today’s meeting.
   a. New handouts were provided, and then the input from the meeting participants was given.
   b. The handouts included Standard 3.C.1 (including separate handouts for each of 3.C.1.a through 3.C.1.d) and 3.C.2.
   c. Several welcomed additions and comments were raised. Mamie How requested that any further feedback be emailed to her.

4. Other business: Janet Willett (taking time during her sabbatical to attend the meeting) reported on ongoing evaluation studies of the distance education online program.
   a. Surveys have been a part of the program, and most students have voluntarily completed one through the survey/testing tool in WebCT.
   b. The State Chancellor’s Office has two surveys of online programs.
   c. Janet Willett is collaborating with the Dept. of Research and Grants to research information about “student persistency” and to develop ways to cross reference that information.
   d. Janet is researching a single course on a longitudinal basis for further analysis, also.
   e. Janet pointed out that there is not much data on faculty feedback regarding their views and satisfaction with the online courses they teach. She requested input about a questionnaire for faculty from the TLTR. The request is on the agenda for the December meeting.
   f. All the compiled data will be the basis of a report next year.

The meeting was adjourned at 3:00 PM.