1. **Student Readiness to Take Online Courses**
   a. Rosemary Nickerson suggested revised wording for the “Student Readiness to Take Online Courses” to include reference to the HCC academic integrity code.
   b. The decision regarding which links and pages to implement is procedure; our draft policy includes an online research component as it stands.
   c. Gerald Haines will ask for clarification about our charge to include online research in the policy.

2. **Team Teaching and Contact Hour Expectations**
   a. We will most likely need to define “team teaching” by first defining what it is not.
   b. We will most likely need to consider contact hours expectations, the difference between contact hour requirements for students and contact hour requirements for teachers, and calculation of load.

3. **The Value of Internships**
   a. Internships can be required for career programs but not transfer programs.
      i. We have to be careful about mandating internships but we can state that internships are optional and can provide real-world experience. Maybe we should include wording that also suggests alternatives or other methodologies.
      ii. Internships should support technical standards.
   b. We will need to clarify the difference between internships, externships, and clinical experiences.
   c. The current wording in the handbook can certainly be used as a starting point to “endorse the value” of internships.