



## DISTANCE LEARNING COMMITTEE

**MINUTES** for November 9, 2004

**Members Attending**

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair		Sarah Daum
X	Michelle Grimes-Hillman	X	Sheryl Hullings	X	Tom McFarland	X	Kerry Stern, co-chair
X	Glenn Vice	X	Jill Wilkerson				

**Guests:** Carol Craig, Paul Kittle

ITEM	DISCUSSION/COMMENTS	OUTCOME
<b>DL Course Amendment Form</b>	Committee reviewed CIS 10A which had been re-submitted by Barry Andrews on the new DL Course Amendment form.	<b>Course approved</b> for submission to Educational Design Committee.
<b>Spot Update</b>	Michelle Grimes-Hillman and Jill Wilkerson have been working on accessibility wording for the Spot website. Terri Beam noted that the website, <a href="http://elearn.mtsac.edu/spot">http://elearn.mtsac.edu/spot</a> is almost done, and the certification database is not yet ready.	In addition to the website, a hard copy, as well as a "tasks only" version, will be available in the OLSC.
<b>Verifier Update</b>	A memo has been sent to notify those who have been selected by the DLC as verifiers and alternate verifiers.	Kerry Stern recommended that Terri follow up with a phone call.
<b>Course Amendment and Certification for Online Teaching Process</b>	The committee reviewed drafts of the memos regarding the certification and course amendment processes which will be sent to Division Deans, Department Chairs, and Distance Learning faculty.	Revisions will be made, and the memos will be sent the week of November 15.
<b>CMS Demos</b>	Discussion was held on the Course Management presentations by WebCT, Blackboard, and eCollege. The CMS task force reconvenes on November 16 to evaluate the products and to review the compilation of data.	Information only.
<b>Other</b>	Kerry announced that Carol Craig was selected for the 47.5% position as Teaching and Learning Technology Specialist and Paul Kittle was selected for the full-time position as Distance Learning/Electronic Reference Librarian.	Information only.

**Next Meeting:            Tuesday, November 23, 2004, 12:30 – 2:00 p.m., LTC-144**

cc: Curriculum & Instruction Council