



DISTANCE LEARNING COMMITTEE

MINUTES FOR OCTOBER 23, 2007

Members Attending

X	Barry Andrews	X	Dwight Ayle		Terri Beam, co-chair	X	Meghan Chen
X	Deb Distant	X	Mary Johnson	X	Paul Kittle	X	Jim Smith
X	Kerry Stern, co-chair		Dale Vickers	X	Jill Wilkerson	X	Asma Raja

Guests: Carol Webster

Item	Discussion/Comments	Outcome
Membership	Asma Raja has been appointed to the DLC as the Associated Student representative.	Information only.
Goals and Objectives	DLC goals and objectives for the 2007-2008 year were discussed.	DLC approved the goals (see attachment). Mary Johnson will send them to the Academic Senate, and Kerry will send them to PAC.
Four-year Course Reviews	<p>If EDC indicates there are no changes to the methods tables or weekly topics, the DLC does not need to conduct a four-year review on DL courses.</p> <p>Committee members continued to express interest in eventually having the DL Form attached to WebCMS.</p>	A cover sheet may be used for courses with substantive changes. DLC would still need a copy of the course being submitted to EDC for four-year review.
SPOT Update	Jill Wilkerson is the first official Blackboard verifier. In addition to Blackboard, FrontPage is still available for certification purposes.	Information only.
Workshops	<p>A number of Blackboard Basics workshops have been taught by Barry Andrews and Carol Webster. Carol stated the new workshop, Image Editing for Blackboard, went well. DL Pedagogies I and II, scheduled for October 26, are full.</p> <p>The committee discussed how to get more faculty members involved in Distance Learning.</p>	<p>Mary and Kerry will coordinate development of a handout with information about Blackboard and Distance Learning in general; it can then be distributed at informational meetings.</p> <p>Mary will request to be scheduled at department meetings to give an overview of the DL program.</p>
IT Report	No report.	
Focus Group Update	Meghan Chen distributed a draft of a list of questions for the Faculty Focus Group luncheon scheduled for November 15. DLC reviewed the questions and gave feedback to Meghan.	Meghan will give a draft of the invitation to Kerry and Mary.

Other	Jill reported there is money available from the Chancellor's Office for captioning videos used for Distance Learning. Deb, Jim, and Mary will attend the Ad Hoc Web Task Force meeting on Wednesday, October 24.	Dwight will send an announcement to faculty on the DL listserv. A report will be given at the next DLC meeting.
Future Meetings	Tuesdays, 1:05 – 2:35 p.m., LTC-261: November 13, 27; December 11	

Attachment

Cc: Curriculum & Instruction Council

**Mt. San Antonio College
Distance Learning Committee
Goals for Year 2007 - 2008**

			Status of Implementation (Check appropriate box)		
Committee Goal	College Goal Link	Implementation Timeline	Planning	Implementing	Completed
Negotiate new Blackboard contract	5	Spring 2008			
Offer Distance Learning and Blackboard training	8	On-going			
Conduct a Focus Group on Academic Support for Distance Learning students	5	Fall 2007			
Assist in the creation and implementation of Orientation and Online Probation Workshop for students (Counseling Department)	7	Spring 2008			
Merge SPOT into Blackboard	5, 8	Fall 2007			

DLC Goals – 2007-08.xls
As of: 10/24/2007