



DISTANCE LEARNING COMMITTEE

MINUTES FOR OCTOBER 14, 2008

Members Attending

X	Barry Andrews	X	Shanti Atashpoush	X	Dwight Ayle	X	Terri Beam, co-chair
X	Meghan Chen, co-chair	X	Will Daland	X	Tamra Horton	X	Mary Johnson
X	Paul Kittle		Charles McGruder	X	Stephen Runnebohm	X	Carol Webster
X	Jill Wilkerson		Asma Raja, student				

Guests: Ron Bean, Vic Belinski

Item	Discussion/Comments	Outcome
DLC Membership	New DLC members were welcomed – Stephen Runnebohm in the Instructional Dean position and Carol Webster whose position, Teaching & Learning Technology Specialist, has been added as a permanent member of the DLC.	Information only.
Update – Victor Belinski, Chief Technology Officer	Vic gave an update on the Luminis portal. He stated the Luminis production server should be ready in the new few weeks. Faculty Luminis portal will be live in early November. Student Luminis portal will be live Summer 2009. Integration for e-learning was purchased with Banner. Vic will have another discussion with Blackboard as he wants Bb to integrate with the Luminis portal with Banner. Vic would like a team of technical people to hold a conference call with Bb. Paul, Mary, and Terri have been trained as Luminis trainers.	Vic would like to give a hands-on demonstration on Luminis on Flex Day. Train-the-Trainers sessions will be coming soon, and Vic asked for more trainers.
Blackboard Accounts	<p>Terri disseminated a list of 19 pros and 2 cons of providing Blackboard accounts for all faculty and students. Discussion was held regarding Blackboard accounts for students.</p> <p>Vic shared information about Course Studio, an online tool in Luminis that could be used for classes.</p>	<p>Vic will check the Bb contract and explore the cost for giving all students Bb accounts.</p> <p>Vic asked the DLC to look into Course Studio and let him know how its use might fit with DL classes. Vic will demo Course Studio at a future meeting.</p>
DL Handbook	Terri would like to use the wiki for input regarding topics to be included in the DL Handbook so that it can be used as a resource for how a faculty member can become certified to teach a DL course, how to get a course approved for DL delivery, and in general, provide assistance and information pertaining to DL.	Committee members were encouraged to go to the wiki and begin editing the web pages at http://dlcmte.pbwiki.com

Evaluation Process	Meghan and the OLSC team have been working on the online programming and processes for Student Evaluations, H.2.e and Classroom Visitation Evaluations, H.4.c as mandated by the faculty contract. A demo of the processes was given to the deans on October 13.	Official roll-out of the online evaluation processes is scheduled for October 21, 2008. Based on suggestions from the demo, the DLC concurred to change the Blackboard template navigation link from "Instructor" to "Professor." Note: This change will not affect current course content which is under the control of the faculty.
Higher Education Act of 2008	A letter from Barbara Beno, President, ACCJC, was distributed regarding new distance education requirements of the Higher Education Act of 2008 that require immediate implementation. This change requires institutions to authenticate the identity of distance education students submitting work toward course and program completion.	DL courses that are in Blackboard have authentication. Further discussion and research will follow.
Content System Training	Held over for discussion.	OLSC will bring ideas to a future DLC meeting.
Next Meetings	Tuesdays, October 28, November 25, December 9; 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council