



DISTANCE LEARNING COMMITTEE

MINUTES FOR NOVEMBER 25, 2008

Members Attending

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

Item	Discussion/Comments	Outcome
DL Strategic Plan	Meghan suggested sending the DL Strategic Plan to Academic Senate as an information item. Requests for resources, purchases, and personnel will be removed from the plan and will instead be included in an e-PIE. The name of the document will be changed to DL Update Fall 2008.	DLC agreed to send the document to the AS under the revised name of DL Update Fall 2008. Meghan will work with Terri and Dwight on the information for the e-PIE and will bring back to the committee.
Bb Accounts	Terri reported that Vic Belinski checked the Bb contract and has determined the College had paid for all credit students to have Bb accounts. Vic will be checking into how soon this would be possible to activate all accounts. Dwight noted that growth formulas need to be looked at as well as the cost of support.	Information only.
Bb Version 8.0	The upgrade to Blackboard 8.0 on the production system will be completed by the start of Winter Intersession. There will be interface improvements, and the changes to the grade system will impact faculty. When the upgrade is completed, new training materials will need to be created. Dwight was commended for his continual communication to DL instructors regarding Bb issues throughout the year.	Dwight will send an e-mail to DL instructors with links and instructions. Reminders and helpful information will also be added to the DL home page.
Bb and SPOT	Discussion was held on changing the SPOT process to be conducted by faculty using the Blackboard platform only. It was also suggested that the SPOT process be revisited.	DLC approved: <ul style="list-style-type: none"> • SPOT process to be conducted from now on using Blackboard courses only (not elearn courses) • No change in the content of SPOT at this time
DL Forms	Meghan suggested that a faculty subgroup of the DLC approve DL Course Amendment forms prior to the meetings.	DLC concurred that before meetings the forms will be e-mailed by Terri to all faculty members of DLC for review and approval of the curriculum. The reviewed DL form will then be brought to next DLC for consent agenda approval.

<p>DL Committee Goals Update</p>	<p>DLC timelines for 2008-09 committee goals were discussed.</p> <p>Goal 1: Shanti, Dwight, Paul, and Meghan presented practices currently established at the College which comply with the new federal mandate to authenticate all students in DL courses.</p> <p>Goal 2: Dwight, Paul, Mary, Terri, Carol and Shanti will report on their progress in February after their recent request to RIE for a Retention and Success study is completed and received.</p> <p>Goal 3: Will, Tamra, Charles, and Meghan reviewed DL course offerings and discussed the possibility of students being able to obtain a degree online.</p> <p>Goal 4: Not discussed.</p> <p>Goal 5: Not discussed.</p>	<p>Goal accomplishments or recommendations will be sent forward to Curriculum & Instruction Council as they are decided or achieved. Progress on all DLC goals will also be reported at the end of the academic year.</p> <p>Goal 3: Group will explore interest at College level for an online degree. Meghan will revise wording and qualifying phrases in the goal so that the goal indicates an exploration of possibilities.</p>
<p>Other</p>	<p>Chancellor's Office asked for faculty and student participation in Distance Education Faculty and Student Satisfaction surveys. DLC expressed desire to focus on the new evaluation process.</p> <p>Chancellor's Office will be conducting a Community College Retention Study for Distance Education. DLC indicated the parameters and workload of the study were too vague.</p>	<p>Meghan will let Ginny Burley know that we will not participate at this time.</p> <p>Meghan will let Ginny Burley know that she will request further details before committing to the study.</p>
<p>Next Meeting</p>	<p>Tuesday, December 9; 1:05 – 2:35 p.m., LTC-261</p>	