



DISTANCE LEARNING COMMITTEE

MINUTES for December 14, 2004

Members Attending

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

Verifier and SPOT Update	<p>The verifier workshop for the Certification for Online Teaching process was held on December 10, and the following instructors received certification: Barry Andrews, Terri Beam, Michelle Grimes-Hillman, Tamra Horton, Mary Johnson, Catherine McKee, Jill Wilkerson, Glenn Vice, and Vic Zamora. The next verifier meeting will be for using the database, and it is scheduled for January 21, 2005.</p> <p>Dwight Ayle will be embedding the grade spreadsheet into the SPOT website. It was noted that one of the FAQs on the homepage needed to be clarified.</p>	<p>DLC attendees, Barry Andrews, Michelle Grimes-Hillman, Glenn Vice, and Jill Wilkerson commended Terri Beam for a well-organized and effective workshop.</p> <p>In preparation for the growth of the DL program, Kerry Stern thanked the DLC members who volunteered to be verifiers and Dwight, Terri, and Carol Craig for their work on SPOT. Michelle will ask for clarification from Faculty Association regarding the SPOT FAQ.</p>
CMS Update	CMS demos have been completed, and the two vendors that are being considered are Blackboard and E-College.	Kerry and Jerry Nogy will be sending their recommendations to John Nixon. Kerry thanked the CMS task force for their hard work.
OLSC Update	Dwight reported that the conference room may be used for small workshops, and faculty may also use the mentoring room which will have work stations available and should be ready for use in mid Spring. The classroom across the hall will be redesigned and used for large workshops, mandatory meetings, and DLC meetings. Paul Kittle, Distance Learning/Electronic Reference Librarian, has an office located in the OLSC. Carol Craig, Teaching and Learning Technology Specialist, is now a permanent part-time staff member.	Information only.
Spring 2005 Meetings	Spring semester DLC meetings will be held on the 2 nd and 4 th Tuesday of each month.	The first meeting in Spring will be on January 25.
Other	Terri disseminated a list of Staff Development workshops for Spring semester.	Information only.

Next Meeting: Tuesday, January 25, 2005, 12:30 – 2:00 p.m., LTC-144

Cc: Curriculum & Instruction Council