



# DISTANCE LEARNING COMMITTEE

MINUTES for August 24, 2004

## **Members Attending**

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair	X	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, Mark Fernandez

ITEM	DISCUSSION/COMMENTS	OUTCOME
<b>Membership and Schedule</b>	<p>Kerry Stern disseminated the new membership roster that she had received from PAC.</p> <p>The DLC meetings are scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays from 12:30 – 2:00 p.m. in 6-144.</p>	Kerry will request the following membership changes: 1) add Webmaster as an ongoing member; 2) appoint Sarah Daum as Instructional Dean for 2003-06; 3) add term of 2003-06 for Sheryl Hullings. Terri Beam will ask the Academic Senate to reappoint Michelle Grimes-Hillman to the committee.
<b>Distance Learning Update</b>	Kerry announced that the moratorium should be lifted by the end of September according to Robertson Wellen. She will be meeting with John Nixon to reopen discussions on a CMS. Kerry noted that with the retirement of Librarian, Tula Demas, the position will be replaced with a Distance Learning Librarian. Terri Beam has begun working with the new Curriculum Liaison, Matt Judd.	Information only.
<b>Academic Senate Update</b>	Michelle Grimes-Hillman said the criteria for certification verifiers need to be determined and amount of compensation needs to be approved by John Nixon. Michelle stated that a list of re-openers for Distance Learning issues should be given to Faculty Association.	A draft of requirements for certifiers, how much time is involved, and what work individuals need to do for certification will be worked on. Sarah Daum will look into the possibility of using VTEA funds for compensation.
<b>OLSC Update</b>	Dwight Ayle said the OLSC will move to the ESL offices in the upper level of the LTC once they are vacated. The new OLSC will have mentoring rooms rather than open labs as these will better serve the DL program. The new server was installed during the summer. Dwight thanked IET for their cooperation and involvement. Terri previewed the new OLSC web site, <a href="http://elearn.mtsac.edu/olsc">http://elearn.mtsac.edu/olsc</a> . She stated it was created and will be maintained by Carol Craig.	Information only.
<b>Certification for Online Teaching</b>	Terri previewed the web site for the certification for online teaching.	Terri asked the DLC to assess the web site before the next meeting and sent her suggestions for improvement: <a href="http://elearn.mtsac.edu/spot">http://elearn.mtsac.edu/spot</a>
<b>Upcoming Events</b>	A telephone conference with the Chancellor's Office will be held in Kerry	Information only.

	<p>Stern's office from 1:30 – 3:30 p.m. on August 25.</p> <p>An interactive telephone conference, <u>Assessing Online Learning</u>, will be held on September 9 in LTC-160 from 10:00 – 11:30 a.m. The conference will address challenges faced in developing and using assessment techniques and provide information needed to determine which learning techniques are working.</p>	<p>Event will be advertised by Professional &amp; Organizational Development.</p>
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**Next Meeting:            Tuesday, September 14, 2004 at 12:30 – 2:00 p.m., LTC-144**

cc: Curriculum & Instruction Council