



DISTANCE LEARNING COMMITTEE

MINUTES for April 12, 2005

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	Glenn Vice	X	Jill Wilkerson				

Guests: Dan Beam, Mark Fernandez, Paul Kittle

ITEM	DISCUSSION/COMMENTS	OUTCOME
DL Course Amendment Review	Committee reviewed PHIL 15, submitted by Andrea Diem.	Course, PHIL 15, not approved for submission to the Educational Design Committee. Terri Beam will contact Andrea regarding revisions.
CMS Update	Kerry Stern announced that proposals were received from eCollege and Blackboard.	Proposals will be reviewed by Dwight Ayle, Sheryl Hullings, Lynn Kubeck, and Dale Vickers.
Course Amendment and Certification for Online Teaching Process	<p>Kerry Stern will begin calling Department Chairs to remind them of the two Distance Learning deadlines:</p> <ol style="list-style-type: none"> 1) Course Amendment Process - All courses currently being offered must be resubmitted by the course developer for the approval process by the end of Fall Semester 2005. 2) Certification for Online Teaching Process - <ul style="list-style-type: none"> <u>New DL instructors</u> (teaching online/online-supported [hybrid] courses) must complete the certification process before teaching a Distance Learning class beginning with Summer Session 2005. <u>Experienced DL instructors</u> (those who have taught at least one semester of an online/online-supported [hybrid] course at Mt. San Antonio College) must complete the process prior to teaching a Distance Learning class by the start of Summer Session 2006. 	Information only.

Next Meeting: **Tuesday, April 26, 2005, 12:30 – 2:00 p.m., LTC-144**

Cc: Curriculum & Instruction Council