



## DISTANCE LEARNING COMMITTEE

MINUTES for February 8, 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:** Paul Kittle, Marsha Schnirring

ITEM	DISCUSSION/COMMENTS	OUTCOME
<b>DL Course Amendment Review</b>	Committee reviewed PSYC 5, which had been re-submitted on the new DL Course Amendment form by Michelle Grimes-Hillman, and made suggestions for minor revisions.	Michelle will make the revisions and give to Kerry Stern. <b>Course was approved</b> for submission to Educational Design Committee.
<b>CMS Update</b>	Kerry Stern and Jerry Nogoy met with John Nixon regarding course management systems. The next step in the process is to create the Request For Proposal (RFP). Dwight Ayle and Sheryl Hullings have begun work on the RFP which will be sent to eCollege and Blackboard.	The DLC reviewed the draft of the RFP and made suggestions regarding the list of items and issues.
<b>Course Amendment and Certification Process</b>	A memo was sent to Division Deans, Department Chairs, and faculty regarding the Course Amendment and Certification for Online Teaching process.	Terri Beam stated that Anita Millsbaugh has registered for the certification process through the SPOT website. Michelle suggested creating a survey for those who complete certification to help assess the process.
<b>Other</b>	<p>Terri announced that the 10<sup>th</sup> Annual TechEd Conference will be held April 4, 5, and 6, 2005 at the Pasadena Conference Center and encouraged DLC members to register through Professional and Organizational Development.</p> <p>Kerry would like Terri to submit a proposal to present the SPOT website at the League and DET/CHE conferences.</p>	<p>Information only.</p> <p>Information only.</p>

**Next Meeting:            Tuesday, February 22, 2005, 12:30 – 2:00 p.m., LTC-144**

Cc: Curriculum & Instruction Council