



## DISTANCE LEARNING COMMITTEE

**MINUTES** for March 8, 2005

**Members Attending**

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

**Guests:** Paul Kittle

| ITEM  | DISCUSSION/COMMENTS   | OUTCOME  |
|---|---|--|
| <b>DL Course Amendment Review</b>               | Committee reviewed SOC 1, which had been re-submitted on the new DL Course Amendment form by David Medina and SOC 5 submitted by Dawn Howey. Suggestions were made for minor revisions. | <b>Courses were approved</b> for submission to the Educational Design Committee once the revisions have been made.   |
| <b>CMS Update</b>                               | With assistance from Sheryl Hullings and Dale Vickers, Dwight Ayle completed the Request For Proposal, and John Nixon approved the RFP for submission to eCollege and Blackboard.       | Kerry Stern will send the RFP to Margaret Young in Purchasing.   |
| <b>Annual College Committee Review</b>          | DLC reviewed the questionnaire sent by PAC and agreed that the purpose and function statements were accurate.   | Membership changes may include the following: 1) reappoint Glenn Vice and Tom McFarland as faculty representatives, 2) include the Distance Learning/Electronic Reference Librarian as an ongoing member, and 3) talk to the College Webmaster regarding membership. |
| <b>Certification for Online Teaching (SPOT)</b> | Terri Beam reported that 12 individuals had registered for the certification process through the SPOT website, and Paul Kittle and Dawn Howey completed their certification.            | Information only.  |

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

Cc: Curriculum & Instruction Council