



DISTANCE LEARNING COMMITTEE

MINUTES for September 13, 2005

Members Attending

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair		Sarah Daum
X	Deb Distant	X	Michelle Grimes-Hillman		Sheryl Hullings	X	Mary Johnson
X	Kerry Stern, co-chair	X	Jill Wilkerson				

Guests: Paul Kittle, Glenn Vice, Carol Webster

ITEM	DISCUSSION/COMMENTS	OUTCOME
Announcement	New DLC members appointed by the Academic Senate are Deb Distant and Mary Johnson.	
Certification (SPOT)	Terri Beam reported that the first two orientation workshops of <i>Orientation to Certification for Online Teaching</i> were very successful. She noted that two instructors recently completed certification, Maya Alvarez-Galvan and Deb Distant. Terri and Paul Kittle are redesigning the SPOT website to make it more accessible.	Information only.
POD Workshops	Several sessions of the required workshop for SPOT verification, <i>Online Communication and Navigation</i> , are being offered. Elective classes offered are <i>Creating Course Websites Using FrontPage</i> and <i>Web Page Accessibility</i> . Registration is full for the next session of "Certification for Online Teaching in 3 Days," which is scheduled for September 19, October 3 and 17, and there are three faculty members on the wait list.	Terri will recommend to POD that further schedules be printed listing the order in which courses should be taken.
OLSC Update	Electrical has been connected in Room 261, and after the floor is repaired and cleaned, tables will be delivered and computers hooked up.	The room may be ready by Monday, September 19, for the "Certification for Online Teaching in 3 Days" workshop.
DL Course Amendment Form	DLC reviewed BUSM 51 AND BUSM 52 submitted by Ralph Jagodka. Confirmation of course titles and prefix numbers was requested along with suggestions for minor revisions.	Courses BUSM 51 and BUSM 52 were approved for submission to the Educational Design Committee once the revisions have been made.
DL Strategic Plan	Terri reviewed the accomplishments from the Spring 2003 Distance Learning Strategic Plan as well as items that need to be modified or removed.	DLC members were asked to review the plan prior to the next meeting.
Success and Retention Study	Terri suggested that the DLC conduct a Distance Learning study of success and retention.	Committee agreed and will discuss at the next meeting.
Academic Senate	Michelle Grimes-Hillman announced that the State Academic Senate is looking into the 51% Title 5 law and how it pertains to distance education.	Information only.

	Michelle has been invited to the Alternative Text Production Center at Ventura Community College on September 16, and Jill Wilkerson will attend as well.	
Distance Learning Assignments	<p>Kerry Stern reported on limitations affecting full-time faculty that apply to contract load and define a total load limit for distance education. Per John Nixon, only 50%, or 7.5 LHE, of contract load may be distance education, and any overload assignments may not be distance education, with the exception of authorization by the division dean. Kerry noted that faculty members are considered hourly during the Summer Sessions and Winter Intercession (when the compressed calendar begins [subject to negotiations]).*</p> <p>Kerry reiterated the following from Article X – Intellectual Property Rights for Distance Learning B – Assignment – 5/20/05: #6 – For a full-time faculty member, the maximum workload in distance learning courses is not to exceed 50% or 7.5 LHE of the faculty member’s semester contract workload, without special permission of the department and the division dean. For part-time faculty members, workload in distance learning courses is limited to 6 LHE of the faculty member’s workload, without special permission of the department and the division dean.*</p> <p>*Faculty Association Negotiations Update August 23, 2005</p> <p><i>*Note: The following information was decided the day after the DLC meeting and is being included in these minutes so that accurate information is shared – Online courses will count toward the load limit for distance education using a factor of 1 (applied to course LHE). Hybrid courses will count toward the load limit for distance education using a factor of .5 (applied to course LHE).</i></p>	Information only.

Next Meeting: Tuesday, October 11, 12:30 – 2:00 p.m., LTC-261 (new location)

Note: September 27, 2005 has been cancelled

Cc: Curriculum & Instruction Council