



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR MAY 22, 2007

### **Members Attending**

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair		Sarah Daum
X	Deb Distant	X	Mary Johnson	X	Paul Kittle	X	Jim Smith
X	Kerry Stern, co-chair	X	Joe Vasquez	X	Jill Wilkerson		

**Guests:** Carol Webster

Item	Discussion/Comments	Outcome
<b>DL Course Amendment Form</b>	<p>The following course amendment forms were reviewed:</p> <ul style="list-style-type: none"> <li>• STDY 85C submitted by Carol Webster</li> <li>• GEOG 2 submitted by Elizabeth Lobb</li> </ul>	<b>STDY 85C and GEOG 2 were approved</b> for submission to the Educational Design Committee.
<b>DL Luncheon</b>	A drop-in DL luncheon was held May 17 to share ideas pertaining to Distance Learning. Twenty faculty members attended, and Vic Belinski shared ideas from the IT perspective.	Information only.
<b>Academic Senate</b>	Approval of AS resolution 2007-08 was on May 17 in support of appointing an Assistant Online Learning Faculty Mentor. Mary Johnson has been recommended for the position beginning Fall semester. Terri Beam has been recommended for the OLFM position for the next three years.	Information only.
<b>Annual Review of College Committees</b>	DLC reviewed purpose and function statements for the committee and agreed they continue to be appropriate. The following membership changes will be requested: reappoint Jim Smith for 2007-2010; change IT member to Dale Vickers; add AOLFM. Note: Kerry Stern will invite Megan Chen to be a guest at future DLC meetings as she is the project director of the Title V grant.	Terri Beam will return the review of the DLC to Diana Casteel.
<b>DL Issues</b>	<p>A meeting has been scheduled for June 7 regarding Blackboard passwords.</p> <p>Letter was sent to the Educational Design Committee addressing the feasibility of attaching the DL Form to WebCMS.</p> <p>Processes for evaluating DL courses and instructors are closer to completion.</p>	<p>Kerry, Terri, Dwight Ayle, Sheryl Hullings, and Vic Belinski will attend the meeting with John Nixon.</p> <p>WebCMS discussion will be held at the CIC meeting today.</p> <p>All DLC suggestions have been incorporated in the Student evaluation form. Classroom</p>

	Web Efforts Task Force meeting has been scheduled for May 30.	Visitation evaluations are completed for those with Bb accounts. Terri and Kerry will work on the form for all users. Objective is for both forms to be completed by June.  Terri and Deb Distanto will attend the meeting.
<b>Other</b>	Discussion was held regarding software suggestions for next year.	Workshops and training will be scheduled next year for new software.
<b>Next Meeting</b>	Tuesday, August 28, 2007 (tentative) 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council