



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR AUGUST 28, 2007

### **Members Attending**

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

**Guests:** Meghan Chen, Carol Webster

Item	Discussion/Comments	Outcome
<b>Announcements</b>	<p>While Terri Beam is on sabbatical, an extra 3 LHE has been added to Mary Johnson's Fall schedule. Mary may be reached at extension 6369 in the in LTC-262D, MTW. Her hours are posted on the OLSC website.</p> <p>Meghan Chen, Director of LAC and coordinator of the Title V grant, will begin attending DLC meetings. Meghan will be working to determine how Title V can mesh with the DL program as part of the grant involves DL and Counseling.</p>	<p>Information only.</p> <p>Information only.</p>
<b>Bb World Update</b>	<p>Terri Beam, Paul Kittle, and Carol Webster attended Bb World in Boston. This was an international conference with participation from many institutions. Paul attended seminars regarding administration, and Carol attended those pertaining to class activities.</p> <p>Discussion followed on Presidium, the 24/7 help desk for faculty and students.</p>	<p>Blackboard 7.3 may be ready for use in Winter Intersession 2008.</p> <p>If any problems occur, let Mary know so she can document them and contact Presidium.</p>
<b>Bb Updates</b> a. <b>Password Issues</b> b. <b>Access to Other Bb Courses</b> c. <b>Evaluation Process</b>	<p>a. Process for changing Bb password has been resolved.</p> <p>b. Access is now available to another faculty member's Bb course.</p> <p>c. Student evaluations may now be done online or by mail. Class visits for peer evaluations may also be done online. Kerry thanked Dwight for his many hours of work on this process and the OLSC staff for their help as well.</p>	<p>a. See process and form at OLSC website:  <a href="http://elearn.mtsac.edu/olsc/">http://elearn.mtsac.edu/olsc/</a></p> <p>b. Mary will send a memo to Bb faculty to let them know if they're interested in obtaining access, they must make requests through Kerry Stern.</p> <p>c. See OLSC website:  <a href="http://elearn.mtsac.edu/olsc/">http://elearn.mtsac.edu/olsc/</a></p>
<b>Web CMS</b>	<p>Issues regarding attaching the DL Form to WebCMS are still under consideration and may not be resolved this semester.</p>	<p>Mary will work with Joanne Greenspan this semester.</p>

<p><b>Membership</b></p>	<p>Jim Smith has been appointed by the AS for a new term, 2007-10. All agreed that IT representation is very important. Sarah Daum has been appointed as Interim Dean of the Technology and Health Division so another manager may need to be appointed.</p>	<p>Kerry will contact Vic Belinski regarding IT membership and will ask Sarah if she would like to be replaced on the committee.</p>
<p><b>DL Course Amendment Form</b></p>	<p>Forms for SOC 2, SOC 4, and BUSL 30 are being processed and may be ready for the DLC at the next meeting.</p>	<p>Information only.</p>
<p><b>Workshops</b></p>	<p>Several Blackboard Basics workshops are scheduled for September and October. Barry Andrews, David Medina, and Rich Patterson will be presenters and Paul or Carol will assist. Carol will also teach Imaging Editing for Bb, and Mary will be teaching an advanced Bb workshop. After next week, Paul may also offer SPOT workshops.</p>	<p>Check POD website activity calendar for dates and times: <a href="http://inside.mtsac.edu/pod/">http://inside.mtsac.edu/pod/</a></p>
<p><b>LAC Report</b>  <b>a. Title V for DL Students</b>  <b>b. LAC Services for DL Students</b></p>	<p>a. Title V activities include 1) creating an orientation course delivered online based on modification of STDY 85 [year 1], and 2) creating a web-based referral process [year 1] to access services [years 3-5].  b. Most testing services in the LAC involve DL students. In 2006-07, of the 7,547 exams proctored, 4,679 were online and hybrid. Tutorial Services will be exploring online tutoring.</p>	<p>Meghan asked DLC to consider ideas on -  a. getting students into online courses and  b. handling volume of testing, lack of space and lack of storage space for exams. Meghan will confer with Jim Smith to explore online tutoring.</p>
<p><b>Other</b>  <b>a. OLSC Web Site</b>  <b>b. Bb Contract</b>  <b>c. Online Counseling</b></p>	<p>a. OLSC staff will be revising the OLSC web pages.  b. Kerry will schedule a meeting in October to discuss Bb contract renewal. She noted that a tremendous amount of time and energy has been invested into Bb training and faculty response has been very good.  c. Jim Smith reported that the system for online counseling is working well and 50+ inquiries are received daily.</p>	<p>Information only.</p>
<p><b>Future Meetings</b></p>	<p>Tuesdays, 1:05 – 2:35 p.m., LTC-261:  September 11, 25; October 9, 23;  November 13, 27; December 11</p>	