



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR SEPTEMBER 11, 2007

### **Members Attending**

X	Barry Andrews	X	Dwight Ayle		Terri Beam, co-chair	X	Meghan Chen
X	Deb Distant	X	Mary Johnson	X	Paul Kittle	X	Jim Smith
X	Kerry Stern, co-chair	X	Dale Vickers	X	Jill Wilkerson		

**Guests:** Joe Vasquez, Carol Webster

Item	Discussion/Comments	Outcome
<b>Membership</b>	Sarah Daum was appointed Interim Dean for the Technology and Health Division. She has requested to be removed from the DLC.	Ginny Burley appointed Meghan Chen to fill Sarah's remaining year of her three-year term on the committee.
<b>DL Course Amendment Form</b>	The following course amendment form was reviewed: <ul style="list-style-type: none"> <li>• SOC 4 submitted by Dawn Howey</li> </ul>	<b>SOC 4 was approved</b> for submission to the Educational Design Committee pending minor revisions. Mary Johnson will contact the instructor regarding the changes.
<b>LTC – 261</b>	Re-ghosting of the computers in the OLSC lab has been completed and a printer has been added to the lab.	Information only
<b>OLSC Homepage</b>	OLSC staff are in the process of updating the OLSC web site. Each staff member will be responsible for individual sections. The web address will remain the same.	OLSC staff will meet on September 12. Their goal is to complete the project by end of Fall semester.
<b>Blackboard</b>	With the end of third year of the Blackboard contract approaching, negotiations for a new contract will begin in Spring 2008.	Kerry Stern will ask for input from the DLC in October.
<b>Online Courses</b>	Mary Johnson asked DLC for ideas on how to renew interest in new online course development. Suggestions followed: <ul style="list-style-type: none"> <li>• Suggest to faculty that they may want to submit courses for approval now, but not offer them until a later date.</li> <li>• Chart how CIS Dept is using hybrid classes to offer more sections with limited classrooms.</li> <li>• Offer workshops for completing course amendment form.</li> <li>• Get testimonials from students and faculty.</li> <li>• Visit department/division meetings.</li> </ul>	Mary will begin contacting Department Chairs and begin attending department meetings.

<b>Online Courses cont'd.</b>	DLC agreed that STDY 85C, Study Techniques and Skills for Online Learning, will be a helpful course for DL students and suggested offering two eight-week sections, the 2 <sup>nd</sup> as a late-start. Discussion followed on how to advertise the course once it's approved by EDC.	Meghan stated there is advertising money in the Title V budget that can be used to promote STDY 85C, and she would like students' progress tracked.
<b>Tutoring and Testing Update</b>	Meghan disseminated a Student Referral tutoring form used for on-campus courses and said she would like to create a student referral process for DL students. Discussion followed on how to get information to online instructors for referring DL students to the Tutoring Center.	A focus group/lunch will be planned for DL faculty. DLC members were asked to develop questions to ask the DL faculty. Mary will send a reminder to the listserv to bring the questions to the next meeting.
<b>Other</b>	Jim Smith is working with a counseling intern from Long Beach and asked if he could bring him to some of the DLC meetings.	DLC confirmed that the meetings are open to anyone who'd like to attend.
<b>Future Meetings</b>	Tuesdays, 1:05 – 2:35 p.m., LTC-261: September 25; October 9, 23; November 13, 27; December 11	

Cc: Curriculum & Instruction Council