



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR OCTOBER 28, 2008

### **Members Attending**

|   |                       |   |                    |   |                   |   |                      |
|---|-----------------------|---|--------------------|---|-------------------|---|----------------------|
| X | Barry Andrews         |   | Shanti Atashpoush  | X | Dwight Ayle       | X | Terri Beam, co-chair |
| X | Meghan Chen, co-chair | X | Will Daland        | X | Tamra Horton      | X | Mary Johnson         |
| X | Paul Kittle           | X | Charles McGruder   | X | Stephen Runnebohm | X | Carol Webster        |
| X | Jill Wilkerson        |   | Asma Raja, student |   |                   |   |                      |

| Item                                | Discussion/Comments  | Outcome  |
|-------------------------------------|--|--|
| <b>DL Strategic Plan</b>            | After the DL Strategic Plan was presented and discussed at the Curriculum and Instruction Council meeting, it was decided that information in the plan would be reported to the campus in another format.                          | In lieu of the DL Strategic Plan being presented at Academic Senate as a plan, it will instead be presented as a DL Report. Additionally, an e-PIE for the DL program will be completed for 2008-09.   |
| <b>DL Committee Goals 2008-2009</b> | The College has adopted new campus-wide goals for 2008-2009. College committees have been asked to identify three to five goals to work on this year, link them to the College goals, and submit them to PAC by November 14, 2008. | <p>DLC identified five goals:</p> <p><b>Goal 1</b> (Linked to College goals 1, 4, 5, 7): Study the ways in which the College can comply with the new federal mandate for colleges offering distance learning courses to authenticate all students; make recommendations to C&amp;I for proposed policy or resolutions.</p> <p><b>Goal 2</b> (Linked to College goals 1, 5, 9, 11): Utilize more of the Blackboard Enterprise system (Learning system + Content system + Community system) and Luminis to provide more services and capabilities for students and faculty.</p> <p><b>Goal 3</b> (Linked to College goals 2, 5, 6, 7): Collect data and courses currently not offered in DL format; review that data vis-a-vis course offerings across the curriculum to enable students to complete a degree or general education through distance learning courses.</p> <p><b>Goal 4</b> (Linked to College goals 1, 2, 5, 6, 8): Commission studies on student success and retention in DL courses and to make recommendations to C&amp;I for new policy (policies) or resolution(s).</p> |

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|---------------------------------|---|--|
|                                 |   | <b>Goal 5</b> (Linked to College goals 1, 5, 8, 11): Inform administrators on DL course development/approval, faculty evaluation process for DL courses, faculty certification process, best practices in teaching DL courses, and issues facing distance learning.  |
| <b>Work Groups for DL Goals</b> | DLC members were divided into groups to work on various goals:<br>Goal 1: Dwight, Paul, Shanti, Meghan<br>Goal 2: Dwight, Paul Terri, Mary, Carol, Shanti<br>Goal 3: Will, Charles, Tamra, Meghan<br>Goal 4: Jill, Stephen, Terri, Barry, Mary<br>Goal 5: Terri, Mary, Meghan   | As DLC doesn't meet again until November 25, work groups were encouraged to begin meeting and to send messages to the committee regarding progress.  |
| <b>Announcements</b>            | <p>Meghan e-mailed the "New Evaluation Processes for Distance Learning Faculty" to all faculty members on October 24.</p> <p>Terri distributed a tentative yearly schedule of DL workshops and topics for the Deans. The first workshop will be held on November 5, 9:30 – 11:30 a.m. in LTC-261.</p> <p>Podcasting projects will be presented on November 25 in 6-261 after the DLC meeting.</p> | <p>Terri asked DLC to review the handout on the new evaluation processes and give her feedback as soon as possible.</p> <p>Meghan will ask Linda Potter to send a reminder e-mail to the Deans and Associate Deans, including the workshop location of LTC-261.</p> <p>Terri will send flyers to faculty as well as an announcement to the all-faculty listserv.</p> |
| <b>Next Meetings</b>            | Tuesdays, November 25, December 9;<br>1:05 – 2:35 p.m., LTC-261   |  |

Cc: Curriculum & Instruction Council