



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR SEPTEMBER 22, 2009

**Members Attending:**

	Shanti Atashpoush	X	Dwight Ayle	X	Terri Beam, co-chair	X	Meghan Chen, co-chair	X	Will Daland
X	Mike Dowdle		Tamra Horton	X	Mary Johnson	X	Paul Kittle		Charles McGruder
X	Stephen Runnebohm	X	Carol Webster	X	Jill Wilkerson		Student (vacant)	X	Barry Andrews

**Guest:** Kristina Allende

### RECOMMENDATIONS

Recommendation	Rationale
None.	

### COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
SOC 36	Asian Americans	Irene Lin	<b>Approved</b> for submission to the EDC pending minor revisions.
CISS 13	Principles of Information Systems Security	Jaishri Mehta	<b>Not approved.</b> Terri will return to instructor for changes.

### MINUTES

Item	Discussion/Comments	Outcome
<b>Review of Minutes</b>	September 8, 2009.	<b>Approved.</b>
<b>Substantive Change Proposal</b>	Kristina Allende, Accreditation Self Study Co-chair, reported that this document addresses the category of change in delivery mode of courses and was prepared for accreditation to ensure the College is meeting criteria ACCJC has in place. The proposal states that students may complete 12 of the College's certificate programs with 50% or more of the courses via Distance Education. The <i>Substantive Change Manual</i> may be viewed at <a href="http://www.accjc.org">www.accjc.org</a> under Substantive Change and Publications. Kristina noted that the proposal had been accepted by ACCJC.	Information only.
<b>DLC Goals 2009-2010</b>	Possible goals suggested at the previous meeting were compiled under three "umbrella" goals: 1. Review, revise, recommend and write (4 R's) all DL policies 2. Continue to address items/issues that can improve DL student success 3. Increase communications with campus on DL issues	Terri will email the list of DLC goals 2009-2010 to the listserv. Committee was asked to review the ideas for discussion at the next meeting.
<b>SPOT Processes</b>	Committee would like to review current SPOT processes and develop recommendations with rationales for proposed changes.	Terri and Mary will work on it and bring to the next meeting.
<b>Future Meetings</b>	Tuesday, October 13, 27; November 10, 24; December 8 1:05 – 2:35 p.m., LTC-261	