



DISTANCE LEARNING COMMITTEE MINUTES FOR OCTOBER 23, 2012

Members Attending:

X	Shanti Atashpoush	X	Meghan Chen, co-chair		Will Daland	X	Mike Dowdle	X	Edwin Estes
	Jean Garrett	X	Mary Johnson, co-chair	X	Paul Kittle	X	Rich Patterson	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson				X	Loralyn Isomura, Recorder	

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: October 9, 2012		Approved , with minor edits.
Online Student Evaluations – New Process	<p>IT advised the “opt-in” option for online student evaluations cannot be provided to specific professors, meaning all professors, or none would need to be provided with the option. With the different terms and conditions for regular faculty, probationary faculty and adjunct faculty, giving all faculty the option would not work. Instead, each division will facilitate in turning on the online student evaluations for their faculty. Until all division administrative support have been trained, we will continue with the practice of division administrative staff providing the information of those who would like to turn on their online student evaluations to Loralyn, and Loralyn forwarding the information to IT.</p> <p>Meghan will share the evaluation timeline grid with all DL faculty. The evaluation timeline grid is more specific to courses which follow the general scheduling for 16-week and/or 8-week courses. However, with evaluations being time-sensitive, it is very important for faculty to review their rosters to check the actual drop date for the specific section of prep they wish to have evaluated and to inform the division staff of the appropriate timeline to have their online student evaluations deployed. Drop dates, and other important census dates, can be found at the top of the rosters when viewing them through the portal.</p>	

Distance Learning Regulations Compliance Survey	Online Learning Support Center (OLSC) is in the process of meeting with each division that has DL faculty to raise awareness of all the distance learning regulations and request their assistance in advising their faculty to complete and submit the confidential survey. Divisions will be informed the survey will deploy soon and faculty will have a 2-week window for completion. The survey has been changed slightly, in part to remove any reference to Blackboard. DL faculty who completed last semester's survey can, and are advised, to complete the new survey. In addition to the division support to complete the survey, OLSC will still provide DL faculty with reminders.	
Distance Learning Plan Development	The Distance Learning Plan draft is almost complete. The draft plan is currently being reviewed by the committee for completeness, replication, and accuracy. Suggestions are being requested by the coming Monday, October 29, as Meghan, Mary & Mike will be meeting to discuss the plan prior to the Education Master Plan meeting on Friday, November 2. The upcoming DLC meeting will concentrate on the completion of the DL Plan.	
Standing Items:		
EDC/C&I	CISD14	Approved , with minor edits.
ITAC Report	No report.	
FPDC Report	No report.	
Next Meeting	November 13, 2012	
DLC Meetings – 2nd and 4th Tuesdays at 1:05 – 2:35 P in LTC-261		
DLC website: http://www.mtsac.edu/instruction/learning/dlc/		
DLC listserv: dlc@mtsac.edu		
DLC group on Group Studio		

cc: Curriculum & Instruction