



DISTANCE LEARNING COMMITTEE

MINUTES FOR DECEMBER 10, 2013

Members Attending:

X	Shanti Atashpoush	X	Meghan Chen, co-chair	X	Will Daland	X	Mike Dowdle	X	Edwin Estes
X	Jean Garrett	X	Mary Johnson, co-chair		Paul Kittle		Jeanne Marie Velickovic	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson	X	Jose Collazo, Student Rep	X	Guest Hugo Aguilera		

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC minutes: 11/26/13 meeting		Approved
Announcement: our winter eLearning workshops changed to 2nd week of February.	Carol reported that the campus-wide announcement is to be made 12-10-13 or 12-11-13. The links for registration will be included in the email from POD.	FYI
DLC Goals for the coming year		Tabled
Substantive Change Proposal – Process Chart and Plan	Mary shared suggestions by Michelle Grimes Hillman as to the format for the proposal. C&I would like to see the Rationale as well as the proposed steps in the process. The DLC reviewed and approved the current draft proposal with minor edits. It was also suggested that we provide a flow chart of the process.	The proposal will go to C&I and be seen in Spring 2014. Mary and Meghan will work together to create the flow chart.
Recommendation for Online add/drop procedure for full online courses and Best Practices Guide - revised	Faculty and students have inquired about a procedure for adding and dropping students in an online course especially in the case when a class has no mandatory meeting. Mary presented the rationale/background, the recommendation to faculty and some best practices and some suggestions for adding and dropping students as “No-shows”. The DLC approved the recommendation with minor edits.	This recommendation will go to C&I
Draft recommendation on conducting DL Amendment review	Currently, inactive DL courses are listed on the DLC Amendment Forms’ webpage. When a course is inactivated, the course should be removed from the page.	Mary and Meghan will review the contents of the web page and remove the inactive courses.
Student Opinions on DL webpage revisions	Jose reported that due to it being Finals time, it was difficult to solicit student opinions regarding the DL webpage content.	Jose will bring results to the February DLC Meeting

Standing Items:		
EDC/C&I		
ITAC Report	Jean mentioned that the XP operating system will no longer be supported by Microsoft. There are currently 1400 machines using XP on campus. The number of machines with XP actually being used will be estimated. ITAC will be requesting money from the President to update computers.	FYI
FPDC Report	There was no FPDC meeting since the last DLC meeting.	
Next Meeting Dates		
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