



DISTANCE LEARNING COMMITTEE

2014-15

x	Ron Bean	x	Meghan Chen, co-chair	x	Will Daland	x	Michael Dowdle	x	Edwin Estes
x	Richard Patterson	x	Mary Johnson, co-chair	x	Paul Kittle	x	Jeanne-Marie Velickovic	x	Sandra Weatherilt
	vacant	x	Jill Wilkerson	x	Student Rep Cassandra Marcelo				

Minutes – March 24, 2015

ITEM	DISCUSSION / COMMENTS
Approval of DLC minutes: 2/24/15 meeting (5 min) - Mary	Minutes approved as revised
Approval of Revised DLC minutes of 12/9/14	Minutes approved
Standing Items:	
Curriculum: BUSL18 EDC /C&I (Mary)	Mary reports DL Goals and Membership to C&I today 3/24.
ITAC Report (Paul)	IT Master Plan in progress.
FPDC Report (Mike)	New name for salary advancement is "salary schedule credit", money still available in POD Conference & Travel fund,
Student Report (Cassandra)	No report
DLC Purpose, Function, and Membership changes? (10 min) – Mary	Mary presented the purpose, function, and membership changes that had been approved at the December 9, 2014 meeting. Mary will present this to the C & I Council for review.
Proctored exams for full online courses during finals - Ideas/Recommendations by DLC	Mary shared document outlining current DL definitions and outlined current problems in the visibility of required on-campus testing for online classes. The DLC discussed modifying the definition of online and hybrid classes. The document also included information on the short-term (this semester only) solution for accommodating the large overflow for final exams. Mary, Sandra and Meghan will develop a survey for DL faculty to explore concerns of the proctoring of exams.
Other :	Mary continues to serve as an OEI Reviewer. Second version of the rubric had been developed and will be used for the next round of course reviews. Mary suggested developing a workshop on using this new rubric to develop exemplary courses. Propose incorporating into SPOT. Mary will be bringing draft revisions to AP 4105 to the next meeting for revision.

Next meeting: March 24

Spring 2015 semester dates –Feb. 24, Mar. 10, Mar. 24, Apr. 14, Apr. 28, May 12, May 26, Jun. 9

DLC Meetings - 2nd and 4th Tuesdays at 1:05 – 2:35 PM in LTC – 261

DLC website: <http://www.mtsac.edu/instruction/learning/distlearn/>

DLC listserv: dlc@mtsac.edu

DLC group on Group Studio