



DISTANCE LEARNING COMMITTEE MINUTES FOR NOVEMBER 25, 2014

Members Attending:

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

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments

MINUTES

Item	Discussion/Comments	Outcome
Approval of DLC Minutes: 10-28 meeting	Approved	
Student Usability Event	<ul style="list-style-type: none"> • Mary provided report on the Student Usability Event held on 11/4/14. • Future steps discussed: SARS Call Program recommended by Ron Bean to make reminder calls to participants to improve participation. DLC will plan to conduct another usability event in the future. 	
Faculty Focus Group	Mary provided report on the Faculty Focus group held on 10/29.	
MR Usage – Potential Plan	<ul style="list-style-type: none"> • “Plan of Action for Removing Old Courses from Moodlerooms Server” document reviewed. • DLC agreed that the removal of old Blackboard shells will be the first step to reducing sever overload. Mary will send a campus announcement to faculty with deadline of 1/15/15 and instructions for backing up these course shells. • A second announcement will be sent addressing removal of old Moodlerooms backups. The proposed deadline of 2/15/15 will be set. Instructions for saving and backing up files will be included in the email. • The DLC will propose a 2-year deletion cycle of old MR courses (courses of retired/resigned faculty). <p>DLC approved the renewal of MR contract as presented by Ron Bean which included TRAIN.</p>	

OEI Grant - Updates	Tabled	
DI Faculty Inquiry Group (FIG) proposal	Tabled	
Standing Items:		
EDC/C&I	No report	
ITAC Report	ITAC Master Plan is in progress. ITAC Committee members were assigned components of the Master Plan to work on including a Web Privacy Statement. Current work is in progress to remove and replace all XP computers.	
FPDC Report	<ul style="list-style-type: none"> • POD has a budget! See email from Stacey Gutierrez on 11/21 regarding Conference & Travel Procedures Using POD funds. • A Faculty Inquiry Group (FIG) or Faculty Inquiry Project (FIP) application is being developed by FPDC. • Teaching & Learning Certificate (New Developmental Ed) course proposal being reviewed. 	
Associated Student Report	No report	
Next Meeting Dates	12/9 (last meeting for the semester)	
DLC Meetings – 2nd and 4th Tuesdays at 1:05 – 2:35 pm 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