



DISTANCE LEARNING COMMITTEE

MINUTES for March 8, 2005

Members Attending

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair	X	Sarah Daum
	Michelle Grimes-Hillman	X	Sheryl Hullings	X	Tom McFarland	X	Kerry Stern, co-chair
X	Glenn Vice	X	Jill Wilkerson				

Guests: Paul Kittle

ITEM	DISCUSSION/COMMENTS	OUTCOME
DL Course Amendment Review	Committee reviewed SOC 1, which had been re-submitted on the new DL Course Amendment form by David Medina and SOC 5 submitted by Dawn Howey. Suggestions were made for minor revisions.	Courses were approved for submission to the Educational Design Committee once the revisions have been made.
CMS Update	With assistance from Sheryl Hullings and Dale Vickers, Dwight Ayle completed the Request For Proposal, and John Nixon approved the RFP for submission to eCollege and Blackboard.	Kerry Stern will send the RFP to Margaret Young in Purchasing.
Annual College Committee Review	DLC reviewed the questionnaire sent by PAC and agreed that the purpose and function statements were accurate.	Membership changes may include the following: 1) reappoint Glenn Vice and Tom McFarland as faculty representatives, 2) include the Distance Learning/Electronic Reference Librarian as an ongoing member, and 3) talk to the College Webmaster regarding membership.
Certification for Online Teaching (SPOT)	Terri Beam reported that 12 individuals had registered for the certification process through the SPOT website, and Paul Kittle and Dawn Howey completed their certification.	Information only.

Next Meeting: **Tuesday, March 22, 2005, 12:30 – 2:00 p.m., LTC-144**

Cc: Curriculum & Instruction Council