



# DISTANCE LEARNING COMMITTEE

MINUTES FOR SEPTEMBER 23, 2008

**Members Attending**

X	Barry Andrews	X	Shanti Atashpoush	X	Dwight Ayle	X	Terri Beam, co-chair
X	Meghan Chen, co-chair	X	Will Daland	X	Tamra Horton	X	Mary Johnson
X	Paul Kittle	X	Charles McGruder	X	Jill Wilkerson	X	Asma Raja, student

**Guests:** Carol Webster

Item	Discussion/Comments	Outcome
<b>Strategic Plan</b>	DLC continued reviewing the draft of the 2008 DL Strategic Plan.	Final revisions were made and approved. Terri will send the plan to the Curriculum & Instruction Council, and then will be given to Academic Senate. Terri will keep DLC apprised of its progress.
<b>DL Course Amendment Forms</b>	The following course amendment form was reviewed: <ul style="list-style-type: none"> <li>• CISD 11 submitted by Mary Johnson</li> </ul>	<b>CISD 11 was approved</b> for submission to the Educational Design Committee.
<b>Evaluation Forms</b>	New Student Evaluation and Classroom Visitation Evaluation forms were distributed. Faculty teaching Distance Learning courses will use the new DL forms for evaluations starting Fall 2008 semester. The forms are available in the Faculty Agreement 2008-2011. These two new DL evaluation forms are available at <a href="http://www.mtsac.edu/administration/hr/docs/faculty_contract.pdf">http://www.mtsac.edu/administration/hr/docs/faculty_contract.pdf</a> . Discussion followed on various methods of evaluation.	A task work group will be formed to develop online methods, including Blackboard, for conducting student evaluations. Faculty members who are willing to serve on a DL evaluation team were asked to contact Meghan.
<b>Blackboard Accounts</b>	Various uses of Blackboard were discussed as well as who should have Blackboard accounts (students, faculty, administrators for SLO and GEOs, etc.). DLC also discussed how, when, and/or if Bb might crossover with Banner.	DLC will need to check with IT on the Bb contract and cost for giving all students, faculty, and managers accounts and the capacity of the IT staff to work on this while preparing for implementation of Banner-Luminis. Making a recommendation regarding generating Bb accounts was tabled for further discussion.
<b>DL Projects</b>	Liesel Reinhart, Micol Christopher, and Beta Meyer will present their podcasting projects on November 25 after 3:00 p.m.	A "Save the Date" campus announcement will be made.
<b>Testing Center</b>	The purpose of the Testing Center is to support online faculty, and its overuse has become an issue that affects the Library & Learning Resources Division. Meghan wrote a memo to Michelle Grimes-Hillman regarding use of the	DLC will study options and alternatives for testing in DL courses.

	center for hybrid classes and asked her to take the issue to the Academic Senate. Meghan noted there are not enough resources to accommodate the overuse.	
<b>Other</b>	Dwight announced there is still availability for the Webinar Online conference October 7 and 8.	Dwight will resend the announcement.
<b>Next Meetings</b>	Tuesdays, October 14 & 28, November 25, December 9; 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council