



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR DECEMBER 9, 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
	Paul Kittle	X	Charles McGruder		Stephen Runnebohm	X	Carol Webster
X	Jill Wilkerson		Asma Raja, student				

Item	Discussion/Comments	Outcome
<b>Approval of Minutes</b>	November 25, 2008.	Approved via DLC listserv.
<b>DL Strategic Plan</b>	Meghan has revised the DL Strategic Plan to change it into an Update. Items removed from the plan will be transferred into the DL e-PIE.	The committee reviewed and approved the revisions. The DL Update Fall 2008 will be sent to Michelle Grimes-Hillman for the Academic Senate. Meghan will send the original DL Strategic Plan to the DLC listserv, highlighting which items have been removed.
<b>DL e-PIE</b>	Deadline for the DL e-PIE is April 2009. Meghan will work with Terri and Dwight on the initial information for the e-PIE.	A draft of the e-PIE will be sent to the DLC listserv prior to the first meeting of Spring semester.
<b>Podcasting Projects</b>	The three podcasting projects were presented on November 25. Terri videotaped the presentations and also has the PowerPoint files. Discussion followed on ideas to recognize the three instructors and their projects.	Terri will contact Mike Taylor to add a note in Campus Connection. The projects will also be included in the Year-End Report.
<b>DL Course Amendment Form</b>	The following course amendment form was reviewed: <ul style="list-style-type: none"> <li>CISD 40 submitted by Anna Degtyareva</li> </ul>	<b>CISD 40 was approved</b> for submission to the Educational Design Committee pending minor revisions. Terri will contact the instructor regarding the changes.
<b>Evaluation Counts</b>	A list of student evaluation counts by course for Fall DL classes through the new online process was reviewed. It was noted that the number of evaluations conducted was low.	Information only.
<b>Success &amp; Retention</b>	A request for a Success & Retention report has been sent to RIE.	RIE will return the report by January.
<b>Sloan Survey</b>	Terri and Meghan completed and submitted the Sloan survey.	Information only.
<b>DL Committee Goals Update</b>	<u>DLC Goal 4:</u> Stephen, Terri, Barry, and Mary met to discuss success and retention which pertains to Goal #4. Ideas that may cause increases and decreases in S&R at Mt. SAC were shared as well as future strategies that might be employed to increase S&R.	Information only.

	<p><u>DLC Goal 5:</u> Terri, Mary and Meghan met to agree on topics for presentation to the Instruction Team for each term of the 2008-09 academic year.</p> <p>The Fall 2008 DL workshop for Deans was held on November 5. It was well attended and received much praise. The workshop included information on Skills &amp; Pedagogy for Online Teaching (SPOT) process, and the new procedures and forms in place for Student Evaluation (Form H.2.e.) and Classroom Visitation (Form H.4.c.).</p> <p>The Winter 2009 DL workshop for Deans is scheduled for February 5, 2009, 10:00 a.m. – noon. Topics include Success &amp; Retention, DL Course Amendment Forms, and the Online Learning Experience (OLE) course for faculty.</p>	
<b>Other</b>	<p>All DL courses approved by the DLC and EDC are given special designators by Joanne Greenspan in the Instruction Office. Terri reported that in the past courses with a range of replaced seat time above 70% received an online designator and those with ranges extending below 70% received both hybrid and online designators. It has been discovered that currently all DL courses receive both designators regardless of the range of seat time. It was noted that Deans and Department Chairs need to check with their faculty to be sure the courses have the correct special designators before being scheduled.</p> <p>Notes that appear in the Schedule of Classes for Distance Learning courses need to be revised.</p> <p>As the EDC is conducting the ongoing four-year review cycle of courses, the committee reported the DL CISD 21 will be slightly modified to match the course outline.</p>	<p>DLC will review the approved DL courses in Spring Semester to determine if they have the correct special designators.</p> <p>Meghan will inform all deans to check to be sure the appropriate designators are on all DL courses as they are scheduled [in ICCIS, D2=hybrid, D3=online].</p>
<b>Next Meetings</b>	<p>Tuesday, February 24; March 10 &amp; 24; April 14 &amp; 28; May 12 &amp; 26; June 9 1:05 – 2:35 p.m., LTC-261</p>	