



DISTANCE LEARNING COMMITTEE

MINUTES FOR SEPTEMBER 8, 2009

Members Attending:

X	Shanti Atashpoush	X	Dwight Ayle	X	Terri Beam, co-chair	X	Meghan Chen, co-chair	X	Will Daland
X	Mike Dowdle	X	Tamra Horton	X	Mary Johnson	X	Paul Kittle		Charles McGruder
X	Stephen Runnebohm	X	Carol Webster	X	Jill Wilkerson		Student (vacant)		

RECOMMENDATIONS

Recommendation	Rationale
None.	

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
CISP 14	Advanced Visual Basic Programming	Anita Millspaugh	Approved for submission to the EDC
CISP 44	Advanced Programming in C#	Anita Millspaugh	Approved for submission to the EDC
CISS 21	Network Vulnerabilities and Countermeasures	Jim Gau	Approved for submission to the EDC pending minor revisions.
CISS 23	Network Analysis, Intrusion Detection/Prevention Systems	Jim Gau	Approved for submission to the EDC pending minor revisions.
CISS 25	Network Security and Firewalls	Jim Gau	Approved for submission to the EDC pending minor revisions.

MINUTES

Item	Discussion/Comments	Outcome
Review of Minutes	August 25, 2009.	Approved.
Chancellor's Office Survey	Chancellor's Office has asked for participation in a Distance Education survey directed toward faculty and students.	Meghan will let Ginny Burley know that we will be participating in the survey after the 10 th week of the Fall semester. Meghan will also talk to Vic Belinski regarding the possibility of targeting DL students and faculty with an announcement regarding this survey through the portal.
Committee Representation	Terri asked if any DLC members would consider membership on three committees which need DL committee representation – C & I, ITAC, and PDC/Faculty.	The following individuals volunteered: <ul style="list-style-type: none"> • Mary Johnson – C & I • Paul Kittle – ITAC; Terri will let Michelle Grimes-Hillman know that Paul will need a faculty member to replace his current position on this committee. Terri will go to the first FPDC meeting to determine if the DL representative needs to be faculty and report back at the next meeting.
DLC Goals 2009-10	Committee members suggested the following possible goals to work on in 2009-10: <ul style="list-style-type: none"> • Bb Content System • SPOT content/process • DL form • Distance Education policy review (AP 4105) • Feedback from students and faculty who use Distance Learning • Opportunities (conference or retreat) for faculty to share their DL experiences 	Goals will be discussed at the next meeting.

	<ul style="list-style-type: none">• How to achieve student retention of 2% by 2015 (strategic objective)• Follow through on A.S. resolutions• Promote SPOT certification for new faculty• Continue/increase communication on DL topics at all levels across campus• Increase DL info communication with Counseling/Advising departments• Guidelines for faculty regarding dropping students in DL classes (awareness raising practices)• Invite President, VP, Board members to share their ideas about Distance Learning	
Other	Kristina Allende will attend the next meeting to talk about the Substantive Change Proposal and how the DLC should respond.	Information only.
Future Meetings	Tuesday, September 22; October 13, 27; November 10, 24; December 8 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council