



DISTANCE LEARNING COMMITTEE

MINUTES FOR NOVEMBER 10, 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
	Stephen Runnebohm	X	Carol Webster	X	Jill Wilkerson		Student (vacant)	X	Barry Andrews

RECOMMENDATIONS

Recommendation	Rationale
None.	

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
None.			

MINUTES

Item	Discussion/Comments	Outcome
Review of Minutes	October 27, 2009.	Approved.
CMS Evaluation	Dave Fuhrmann, Associate Vice Chancellor, IT, and Heather Untalan, Assistant Dean of Distance Education from Ventura Community College District, shared their task force's exploration and comparisons of various learning community systems including Desire 2 Learn, Bb Vista, Bb Learn Release 9, Angel Learning, Sakai, and Moodle. They recapped their decision points and implementation of the system they selected, Desire 2 Learn (D2L). They are piloting D2L in the Fall semester and noted the migration to this system has been a positive experience. Through a conference call, faculty from Moorpark and Ventura Colleges shared their experiences. Faculty members from Ventura CCD's Alternative Delivery Committee offered to be contacts and answer questions.	Vic Belinski will obtain the contact information, and Kate Scott will share it with the DLC. Meghan will talk to Vic about a demo of Desire 2 Learn.
Authentication FAQs	In response to the Academic Senate Resolution 09-11, a link for FAQs was created on the DL homepage.	Committee members were asked to review the FAQs and send any feedback or ideas for additions to Terri.
DL Course Scheduling Form	A draft of a form for gathering scheduling information for DL courses was distributed.	Meghan, Barry, Mike, and Gina will work on the form.
DLC Goals 2009-2010	Progress has been made on the goals, and some task groups still need to be formed to work on for actions under the goals.	

<p>DLC Goals 2009-2010 cont'd.</p>	<p>Goal 1: Review, revise, recommend and write (4 R's) all DL processes/practices</p> <ul style="list-style-type: none"> a) Changes to SPOT b) Review Bb practices and document current practices c) Review/revise DL Course Amendment Form <p>Goal 2: Improve DL student success</p> <ul style="list-style-type: none"> a) Request S & R study from RIE b) Work on revised DL info for printed and online Schedule of Classes in implementation of AS Resolution c) Develop process to obtain DL course info from faculty for inclusion in printed and online schedule <p>Goal 3: Improve campus communications</p> <ul style="list-style-type: none"> a) Set up yearly campus communications dates and arrange method of communication b) Continue to improve DL web pages c) Input for Accreditation – document DL program d) Focus Group event 	<p>Goal 1:</p> <ul style="list-style-type: none"> a) Recommendation has been sent to CIC for review. b) Carol, Dwight, and Mary will document current Bb procedures at Mt. SAC and bring to DLC December 8th meeting. c) Mary, Terri, and Jill will work on the form. <p>Goal 2:</p> <ul style="list-style-type: none"> a) Meghan will talk to Barbara McNeice-Stallard. b) New info has been added to DL web pages. Meghan will send a campus announcement regarding the new pages. c) Meghan, Barry, Mike, and Gina will work on a form/process for obtaining scheduling information for DL courses. <p>Goal 3:</p> <ul style="list-style-type: none"> a) Meghan sent a reminder to DL faculty to conduct evaluations using new processes and forms. b) New DL web pages have been launched. c) Meghan will bring a draft of answers to evaluation questions that guide accreditation site visits to the December 8th meeting. d) Mike, Carol, Dwight, Mary, Terri, Meghan, and Stephan will meet on November 17th, 1:00 – 2:30 p.m. in 6-261 to set topics and agenda.
<p>Future Meetings</p>	<p>Tuesday, November 24; December 8 1:05 – 2:35 p.m., LTC-261</p>	