



DISTANCE LEARNING CENTER

MINUTES FOR NOVEMBER 24, 2009

Members Attending:

	Shanti Atashpoush	X	Dwight Ayle	X	Terri Beam, co-chair	X	Meghan Chen, co-chair		Will Daland
X	Mike Dowdle		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	November 10 2009.	Approved.
Membership Change	Stephen Runnebohm has been assigned to another project whose meeting schedule conflicts with DLC's meetings; therefore, he will not continue as a member on the committee.	Dr. Burley will appoint a manager to fill the position.
DLC Group Studio	DLC was asked to announce any new postings in e-mail subject heading and also to the entire DLC group; in the e-mail subject heading, indicate which DLC Goal group, as the DLC listserv is open to anyone to post messages.	Information only.
Mandatory Orientation Meetings in DL Courses	<p>Academic Senate Executive Council has asked the DLC to give a recommendation on whether the student attendance at a first meeting of a traditional course or the "mandatory meeting" of a DL course takes precedence when there is a time conflict involving the two courses.</p> <p>Since "mandatory meeting" times are not entered into Banner, thereby not indicating any attendance conflicts for students, preference for attendance needs to be given to the officially scheduled traditional course meeting times.</p> <p>The "mandatory" orientation meeting in DL courses needs to be re-defined, and then communicated to the campus. The original intent was to familiarize students with taking DL courses and to connect them with the professor and the class. It is also to confirm the roster and add students if space is available now that rosters are maintained through faculty self-service and updated real time. We need to</p>	Meghan and Terri will draft a recommendation regarding "Mandatory meetings" message and ask for DLC input before responding to Academic Senate request for clarification.

	examine that practice. The meeting is optional and should be called "Orientation to Distance Learning course." Faculty should not drop students who do not attend the orientation meeting during the first 30 minutes of classes.	
Schedule Notes	For clarity in the Schedule of Classes, Terri created four uses of a new model for DL Schedule Notes.	New model works for most DL course offerings. Meghan, Terri, and Gina will meet with Terri Long about possible implementation of new Schedule Notes model for Summer 2010.
Accreditation Self-Study Draft	Standard II and III of the Accreditation Self-Study draft should be reviewed.	DLC was asked to provide input to Meghan and Terri by November 30 th . Meghan and Terri will draft a response to site visit evaluation questions in ACCJC DL Manual August 2009, to be reviewed by DLC on December 8th meeting.
DLC Goals 2009-2010	Task groups will work virtually through DLC Group Studio.	Information only.
Future Meetings	Tuesday, December 8 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council