



DISTANCE LEARNING COMMITTEE

MINUTES for March 23, 2004

Members Attending

Staff

X	Dwight Ayle	X	Terri Beam, co-chair		Sarah Daum		Carol Craig
X	Mark Fernandez	X	Michelle Grimes-Hillman	X	Tom McFarland		Paul Kittle
X	Kerry Stern, co-chair		Gina Tjaden		Glenn Vice		
X	Jill Wilkerson	X	Barry Andrews		Rahul Kumar, student		

ITEM	DISCUSSION/COMMENTS	OUTCOME
Membership	Discussion was held regarding the possible need for additional faculty members on the DLC when revised DL course amendment forms are received.	Discussion only.
Infrastructure Problems on Campus Network	Discussion was held on various problems encountered recently involving email, viruses, connection to servers, and power outages.	Discussion only.
Exit Survey	Terri Beam asked for input on exit survey questions for the participants of the new faculty class, "Online Teaching Strategies," which will be concluded on April 9.	Discussion only.
Update on DL Language in Faculty Evaluation Process	Michelle Grimes-Hillman reported that the Faculty Association will include language that was developed for future faculty agreements regarding regular faculty evaluation, as a "quick fix" for now. The Classroom Visitation process is to include language such as: "If the faculty member is currently teaching a DL course, then it is recommended that Peer Evaluation/Classroom Visitation to include at least one DL course."	Information only.
Course Management System Task Force	An initial meeting was held on Thursday, March 11, 1:30-2:30 p.m. in the IET conference room to discuss the possibility of purchasing and implementing a course management system for Mt. SAC. A decision was made to begin a draft on a "Statement of Need for a CMS" and a "Did You Know..." flyer, both to be reviewed by the CMS Task Force.	Information only.
DL Study Update	Barbara McNiece-Stallard has asked to be provided any information the committee may have regarding success and retention, instructor-student contact, student satisfaction, etc. for DL courses. This information will be included in a consortium-wide study.	Information only.
Live Caption	Jill Wilkerson informed the committee about funds available from the state for live captioning.	Information only.

Next Meeting: Tuesday, April 27, 2004, 12:30 – 2:00 p.m., 6-144

cc: Curriculum & Instruction Council