



DISTANCE LEARNING COMMITTEE

MINUTES for September 28, 2004

Members Attending

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair	X	Sarah Daum
X	Michelle Grimes-Hillman		Sheryl Hullings	X	Tom McFarland	X	Kerry Stern, co-chair
X	Glenn Vice	X	Jill Wilkerson				

Guests: Carol Craig

ITEM	DISCUSSION/COMMENTS	OUTCOME
DL Course Amendment Form Review	Committee reviewed MATH 130 submitted by Chuck Sorcabal.	Course approved for submission to Educational Design Committee.
DL Course Amendment Form	Discussion was held on ways to help faculty to complete the DL Course Amendment form. Terri Beam said that the new form is on the DLC web site, along with examples to help faculty complete the last portion of the form.	Terri will contact Professional & Organizational Development regarding scheduling workshops for filling out the form. Kerry Stern will send notification to encourage faculty to begin submitting their applications for new DL courses.
Certification for Online Teaching	Kerry reported that John Nixon approved the request for funding verifiers for the certification process. Terri distributed the draft of a memo regarding the search for faculty to be on a Faculty Certification Team. Further discussion was held on the process for the faculty to become verifiers for certification.	Information only. Terri will discuss the memo with Robertson Wellen. Discussion regarding faculty verifiers to continue at the next meeting.
DL FAQs	Terri disseminated a list of DL frequently asked questions pertaining to the certification process and the DL course amendment form.	Committee was asked to email additional questions and answers to Terri.
CMS Task Force	Vendor visits are scheduled for the mornings and afternoons on October 26, November 2, and November 9. These dates and criteria have been sent to the listserv.	Kerry will remind Jerry Nogy to send out a campus announcement.

Next Meeting: **Tuesday, October 12, 2004, 12:30 – 2:00 p.m., LTC-144**

cc: Curriculum & Instruction Council