



DISTANCE LEARNING COMMITTEE

MINUTES for January 25, 2005

Members Attending

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

Guests: Paul Kittle

ITEM	DISCUSSION/COMMENTS	OUTCOME
Certification Update	<p>Verifiers met to check records that Dwight Ayle had created on SPOT.</p> <p>Kerry Stern disseminated a draft of the memo regarding the Course Amendment Process and Certification for Online Teaching.</p>	<p>Terri Beam and the other faculty verifiers made suggestions for the records interface in SPOT to be improved.</p> <p>Memo was approved with minor revisions and will be sent to Division Deans, Department Chairs, and faculty. Michelle Grimes-Hillman will share the memo with the Academic Senate Executive Board.</p>
Design Technology Center Update	<p>Kerry announced that the OLSC will remain in the Learning Technology Center rather than be moved to the Design Technology Center when it is built.</p>	<p>Information only.</p>
OLSC Update	<p>Dwight shared ideas for creating additional office and storage space and room to accommodate media production. Discussion followed on changing the operational status of the lab across the hall and ideas for various uses including Mandatory meetings.</p>	<p>Kerry and Paul Kittle will work on what kinds of things we want the students to know for a basis for the Mandatory meeting.</p>
Other	<p>Kerry and Jerry Nogy will meet with John Nixon on Thursday, January 27, regarding CMS.</p> <p>Terri met with Cheryl Marshall to schedule verification sessions and workshops in the Spring semester. Along with Terri, Barry Andrews, Paul Kittle, and Jill Wilkerson offered to assist with the Staff Development workshops.</p> <p>Tom McFarland distributed a Costco brochure advertising online training courses.</p>	<p>Information only.</p>

Next Meeting: Tuesday, February 8, 2005, 12:30 – 2:00 p.m., LTC-144

Cc: Curriculum & Instruction Council