



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR DECEMBER 12, 2006

**Members Attending**

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair	X	Sarah Daum
X	Deb Distante	X	Mary Johnson		Paul Kittle	X	Jim Smith
X	Kerry Stern, co-chair		Dale Vickers	X	Jill Wilkerson		

**Guests:** Joe Vasquez, Carol Webster

Item	Discussion/Comments	Outcome
<b>DL Course Amendment Form</b>	<p>The following course amendment forms were reviewed:</p> <p>BUSL 19 submitted by Alan Lawson            CHEM 10 submitted by Terri Beam            NF 10 submitted by Sandra Weatherilt</p> <p>Terri Beam noted that NF 10 is the first submission on the new DL Course Amendment form. The committee agreed that the new form works well. It is now available in the OLSC and on the DLC website and will be sent to Division Deans and Department Chairs in January.</p>	<p><b>BUSL 19, CHEM 10, and NF 10 were approved</b> for submission to the Educational Design Committee pending minor revisions. Terri Beam will make the revisions for CHEM 10 and will contact the other instructors regarding their changes.</p>
<b>Accessibility Issues</b>	<p>Paul Kittle has found a solution through Mozilla Firefox for accessibility checking with Blackboard so it can be used with SPOT (Skills and Pedagogy for Online Teaching).</p>	<p>Mozilla Firefox offers a free download. The steps for using the accessibility section will be sent to the listserv.</p>
<b>Blackboard Issues</b>	<p>Discussion was held on logging into a Blackboard course for certification (SPOT) purposes.</p> <p>Discussion was held regarding course incompletes.</p> <p>Classroom visitation into Bb courses for both online and traditional classes for faculty evaluation purposes was discussed.</p>	<p>Dwight will write up the process and send to Kerry.</p> <p>Kerry will work on guidelines for handling incompletes in an online class.</p> <p>The process for allowing visitation into Bb courses for faculty evaluations is still being worked on.</p>
<b>DL Retreat</b>	<p>The DL retreat for May 4, 2007 has been announced in Academic Senate. Ideas for the retreat include discussion forums prior to the retreat, round-table discussions, and break-out sessions. Topics include pedagogy, overview of Blackboard, utilizing Blackboard in the traditional classroom, results of pilot</p>	<p>Information only.</p>

<b>DL Retreat cont'd.</b>	studies of the Bb Community and Content Systems, online counseling, library, and student preparation for Bb and DL coursework.	
<b>Other</b>	Jim Smith announced that online counseling will be activated on January 8, 2007.	Information only.

**Next Meeting:      Tuesday, February 27, 2007 (Spring semester)**  
**LTC-261, 1:05 – 2:35 p.m.**

Cc: Curriculum & Instruction Council