Members Attending

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

Guests: Carol Webster

Item	Discussion/Comments	Outcome
DL Course Amendment Form	The following course amendment forms were reviewed: • CISM 11 submitted by Barry Andrews • SPAN 90T submitted by Helen Bauch	**CISM 11 and SPAN 90T were approved** for submission to the Educational Design Committee pending minor revisions. Mary Johnson will contact the instructors regarding the changes.
Flex Day	Mary Johnson announced that due to a schedule conflict she would not be available to participate in a Flex Day presentation. After further discussion, the committee made the decision not to submit a request to present on Flex Day.	Information only.
Goals and Objectives	John Nixon has requested college committees to identify three to five goals to work on this year for the year-end report. From the list of 10 college goals given, DLC identified two goals that directly relate to our mission: • 5. The College will utilize and support appropriate technology to enhance educational programs and services. • 8. The College will encourage and support participation in professional development to strengthen programs and services.	DLC report should be submitted by May 2008.
Four-year Course Reviews	Requests for DL course four-year reviews are now being submitted. If the Educational Delivery Committee (EDC) indicates that a course requires substantial changes, the instructor will also be requested to submit another DL Course Amendment form.	Instructors will be asked to revise the original DL Course Amendment form to reflect new course content.
SPOT Update	The process for using Blackboard for the Certification for Online Teaching has been created.	Kerry affirmed that the Bb Basics training is required when using Blackboard for the certification process.

IT Report	Dale Vickers is now the Director of Academic Technology and Infrastructure. Interviews for the assistant position will be soon. Dale noted that his department will be very busy in the coming weeks helping other departments move their computer equipment.	Information only.
Tutoring and Testing Update	Meghan Chen announced the Faculty Focus Group luncheon will be Thursday, November 15, 1:00 – 2:30 p.m. in LTC-261. Lunch will be catered.	Mary will send an announcement to DL faculty via the listserv.
Other	STDY 85C, Study Techniques and Skills for Online Learning, was approved by the EDC on September 25, 2007.	Carol Webster will offer two sections in the 2008 Spring semester.
Future Meetings	Tuesdays, 1:05 – 2:35 p.m., LTC-261: October 23; November 13, 27; December 11	

Cc: Curriculum & Instruction Council