



DISTANCE LEARNING COMMITTEE

MINUTES FOR NOVEMBER 27, 2007

Members Attending

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

Guests: Carol Webster

Item	Discussion/Comments	Outcome
SPOT Update	Jill Wilkerson helped Paul Hischar to finish Task 1 of the certification process. Paul is the first faculty member to complete the certification process (SPOT) using Blackboard.	Jill will complete Paul Hischar's final verification today.
Blackboard Update	Carol Webster has two Blackboard Basic Training workshops scheduled through POD for January and additional workshops scheduled in March and April. She noted that Marlene Gallarde has volunteered to conduct Blackboard training for faculty in the Sociology department.	One of the OLSC staff will assist Marlene with the training.
DL Course Amendment Form	The following course amendment forms were reviewed: <ul style="list-style-type: none"> • CISP 31 submitted by Anna Degtyareva • ENGL 68 submitted by Sydney Bartman 	CISP 31 was approved for submission to the Educational Design Committee. ENGL 68 was approved pending minor revisions. Mary Johnson will contact the instructors regarding the changes.
Focus Group Results	Meghan Chen thanked all DLC members who attended the faculty focus group luncheon on November 15. She distributed handouts showing who attended as well as the responses to the questions. The outcome that stood out was to do more with SOLAR and review its content. Discussion followed on how to help an online student be more effective and successful.	Dwight Ayle will continue to check into other evaluation processes. DLC will discuss what to do with the information gathered at a future meeting.
Online Counseling Update	Jim Smith is a member of Region 8 Online Counseling Consortium and has received approval to house their website at Mt. SAC. Jim is also working with Vic Belinski and Sheryl Hullings in developing registration for Online Orientation with the goal to be ready for Fall 2008.	After receiving the content for the website, Dwight will assist Jim in the set up.

IT Report	Dale Vickers reported there have been many moves into buildings and that infrastructure issues still need to be resolved. He commended his staff on all the extra hours they have been working for the past two months.	Information only.
Other	The next DLC meeting will be an open meeting with an update from Kerry Stern and Vic Belinski on the current negotiations for the Blackboard contract renewal.	Dwight will send an announcement to the entire Blackboard list as well as the DL listserv.
Future Meetings	Tuesday, 1:05 – 2:35 p.m., LTC-261: December 11	

Cc: Curriculum & Instruction Council