



DISTANCE LEARNING COMMITTEE

MINUTES FOR AUGUST 26, 2008

Members Attending

	Barry Andrews	X	Shanti Atashpoush	X	Dwight Ayle	X	Terri Beam, co-chair
X	Meghan Chen, co-chair	X	Will Daland	X	Tamra Horton	X	Mary Johnson
X	Paul Kittle	X	Charles McGruder	X	Jill Wilkerson		Asma Raja, student

Guests: Carol Webster

Item	Discussion/Comments	Outcome
DLC Membership	New DLC members were introduced and welcomed including Meghan Chen, Dean, Library & Learning Resources, who is the new co-chair of the committee. Recommendations for an Instructional Dean were given as well as making the Teaching & Learning Technology Specialist position a permanent member of the committee.	Rationale for changes to membership will be finalized by Meghan and Terri, and then sent to Curriculum & Instruction Council, and Academic Senate.
Fall 2008 Meetings	The meeting schedule was distributed. Meetings will continue on the 2 nd and 4 th Tuesdays in LTC-261, 1:05 – 2:35 p.m.	Information only.
Strategic Plan	A revised draft of the 2008 DL Strategic Plan was distributed.	Committee members will review sections they worked on and bring any changes to the next meeting for final approval.
DL Course Enrollments	Enrollment as of August 26 in Fall 2008 Distance Learning courses was: <ul style="list-style-type: none"> • 2,608 – Online • 1,351 – Hybrid 	Dwight will check enrollment on September 9 th and report the numbers at the meeting.
Blackboard Update	<p>Terri, Mary, and Paul attended the BbWorld'08 conference.</p> <p>The Blackboard contract for the full Academic Suite with additional memory space has been renewed for another year. The goal is to move the Bb server to campus in two years. It was noted that Bb will be sending server update notices. We have already migrated our test server to Bb version 8.0.</p>	<p>Terri and Mary will send information gathered from the conference to the listserv.</p> <p>Carol Webster will demonstrate the Grade Center at the next meeting.</p>
Schedule of Classes	Notes that appear in the Schedule of Classes for Distance Learning courses need to be updated.	DLC will revise wording for the Summer 2009 Schedule of Classes.
Web Efforts Task Force	Terri, Mary, and Paul are members of this Task Force which was created by AS. Summer activities for the Task Force included training on creating portal channels for faculty. The portal is scheduled to be online for faculty in	Information only.

	October. Paul noted that they are considering a web content management system called Omni Update.	
POD Workshops	Several workshops scheduled for fall include Blackboard, SPOT, and various new technologies.	Mary will be adding one or two SPOT Task 2 workshops to the schedule.
Podcast Proposals	Three Podcasting proposals approved: <ul style="list-style-type: none"> • Liesel Reinhart (Communication) - SPCH 1A Learning Enhancement Podcasts • Micol Christopher (Earth Science and Astronomy) - Addressing Common Misconceptions in Astronomy • Beta Meyer (Biological Sciences) - Anatomy Dissection and Tutorial 	Projects will be conducted by faculty developers during September and October and presented during November 17 – 26. Terri asked DLC to plan on attending.
SPOT Update	Five faculty members completed the SPOT process in August, and there are a dozen still in the process. It has become increasingly difficult to provide training and support during Summer and Winter Intersessions. It was suggested developing a new DL Handbook which may offer assistance during the whole year, as well as during the intersessions. In addition to SPOT, a suggestion was made to develop a four-six week workshop that will model the online environment and faculty can develop a DL course during the process.	Mary needs more verifiers so additional faculty may need training for the process. A DL Handbook, created several years ago, will be brought to a meeting for updating.
Next Meetings	Tuesdays, September 9 & 23, October 14 & 28, November 25, December 9; 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council