



DISTANCE LEARNING COMMITTEE

MINUTES FOR MAY 12, 2009

Members Attending

X	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	Stephen Runnebohm	X	Carol Webster
	Jill Wilkerson		Asma Raja, student				

RECOMMENDATIONS

Recommendation	Rationale
None.	

MINUTES

Item	Discussion/Comments	Outcome
Review of Minutes	April 28, 2009.	Approved.
Committee Review	PAC is conducting its annual review of college committees; therefore, DLC membership and purpose and function statements were discussed. Faculty member, Barry Andrews, will complete his 2006-09 term in June. To replace his position, Academic Senate has appointed Mike Dowdle for 2009-12. AS has also appointed Mary Johnson to continue as Assistant Online Learning Faculty Coordinator for the 2009-10 term. It was agreed that the function statement needs to be revised so a sub-group was formed for editing. Proposed changes are due to Diana Casteel by May 22.	Terri, Mary, Tamra, Carol, and Meghan will revise the function statement and send to the DLC listserv for final approval before sending to PAC.
Authentication Notification	Faculty need to be informed prior to the end of Spring semester about the authentication mandate and transition of all DL courses to Bb. The recommended timeline for compliance from AS for the transition is the beginning of the 2010 Fall semester. Due to the impact of "going live" in Banner, George Bradshaw has been unable to meet with Meghan to discuss notification; therefore, she asked for suggestions for the announcement. Before sending notification, Meghan will check with Ginny Burley on AMAC's decision.	DLC agreed to properly support faculty in the transition to Blackboard. The decision was made to send a memo to faculty addressing Blackboard and e-mail only. Meghan will send a draft of the memo to Terri.
Mandatory Meetings	A sub-group, Terri, Mary, Dwight, Carol, Jill, and Meghan, met on May 5 th to explore options for alternatives to on-campus mandatory meetings. Their suggestions and options were distributed.	DLC will review the document, <i>Alternatives for Mandatory Meetings in Distance Learning and Hybrid Classes</i> , and bring feedback to the next meeting.

OmniUpdate	A training/demo session with OmniUpdate was held on May 8 th . Ten areas have been selected to have web pages converted by June 5 th for a follow-up training session. An approval structure will need to be created. The task group will then determine recommendations to send to PC.	Meghan will give an update at the June 9 th meeting.
Substantive Change Proposal	This document was prepared for accreditation, and it promotes Distance Learning at Mt. SAC. A conference call with ACCJC and John Nixon, Kristina Allende, Barbara McNeice-Stallard, Ginny Burley, and Meghan will be held on May 15 th .	Information only.
Blackboard Community System	The functions and capabilities of the Bb Community System were explored through a hands-on activity.	Dwight and Meghan will determine if there are descriptions of all the available Bb roles and will bring to the next meeting.
Items for ITAC	Dwight is the DL representative on ITAC. It was generally agreed that ITAC should be responsible for reviewing software components that would be utilized campus-wide before the DLC looks at them, and there should also be a regular dialog between ITAC and DLC.	Vic Belinski and Shanti will demonstrate Group Studio at the next meeting.
Deans Workshop	As part of Goal #5, the third Deans workshop will be held from 10:00 a.m. – 12:00 p.m. on May 15 th . Topics to be covered are Blackboard and Luminis.	Information only.
Next Meetings	Tuesday, May 26; June 9 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council