



DISTANCE LEARNING COMMITTEE

MINUTES FOR AUGUST 25, 2009

Members Attending:

X	Shanti Atashpoush		Dwight Ayle	X	Terri Beam, co-chair	X	Meghan Chen, co-chair		Will Daland
X	Mike Dowdle	X	Tamra Horton	X	Mary Johnson	X	Paul Kittle		Charles McGruder
	Stephen Runnebohm	X	Carol Webster	X	Jill Wilkerson		Student (vacant)		

RECOMMENDATIONS

Recommendation	Rationale
None.	

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
CISB 21	Microsoft Excel	Mary Johnson	Approved for submission to the EDC
CISD 14	Advanced Database Management – Microsoft Access	Mary Johnson	Approved for submission to the EDC

MINUTES

Item	Discussion/Comments	Outcome
Review of Minutes	May 26, 2009.	Approved via e-mail in June.
DLC Membership and Purpose & Function Statements	Mike Dowdle, new DLC member, was appointed by A.S. for 2009-12. Charles McGruder is on banked leave for Fall semester. The revised purpose and function statements were approved by PAC.	Meghan will contact Michelle Grimes-Hillman to determine if Charles' position should be filled for Fall semester, Ginny Burley about the term for Stephen Runnebohm who was appointed last year to fill the position as Instructional Dean, and Vic Belinski regarding extending the term for Shanti Atashpoush. Meghan will contact Diana Casteel with any changes.
Fall 2009 Meeting Schedule	Meetings will continue on the 2 nd and 4 th Tuesdays in LTC-261, 1:05 - 2:35 p.m.	Information only.
AS Resolution 2009-11	On May 28, 2009, A.S. approved the DLC resolution on "Improving Success and Retention in Distance Learning Courses."	Meghan will determine the status of the resolution in AMAC.
Dept. Chairs DL Workshop	Mary and Terri held a workshop in July for department chairs. They created a list, "Top 25 Things You Should Know about Distance Learning at Mt. SAC," for the chairs and encouraged the DLC to share with others.	Terri and Mary will arrange to offer this workshop again.
Strategic Objective on DL	Meghan distributed an update, which she had submitted to Barbara McNeice-Stallard, on the progress of the strategic objective on Distance Learning, "By 2015, the College will improve the average student success rate for distance learning courses by 2% over the 2008 baseline." It included a status report as of June 30, 2009, concerns regarding this strategic objective, and recommendations.	Meghan will report responses to the update to the DLC.
2008-09 DLC Accomplishments	Some accomplishments of 2008-09 included: <ul style="list-style-type: none"> • Added Teaching & Learning Technology Specialist as a permanent member of the DLC 	Information only.

	<ul style="list-style-type: none"> • Submitted two recommendations to A.S., one in response to the Higher Education Opportunity Act of 2008 • Submitted one resolution to A.S. • Completed first PIE report • Completed A.S. Update • Integrated Bb in Banner • Introduced Bb Content System • Delivered numerous workshops including training for deans and dept chairs • Created and worked on five committee goals • Approved new DL courses • Certified faculty in SPOT 	
Committee Goals	A list of the 2008-09 DLC committee goals was distributed.	Using the DLC purpose and function statements as grounding for the committee's work, DLC members were asked to review the goals, in addition to the A.S Update, for discussion at the next meeting.
Mandatory Meetings	A subgroup met in May to discuss alternatives to mandatory meetings for online classes.	Discussion will continue as this is a difficult challenge.
Other	<p>Terri asked DLC members to consider being on the following committees which need DL Committee representation:</p> <ul style="list-style-type: none"> • ITAC, 3rd Tuesday, 1:30 - 2:30 p.m. • CIC, 2nd and 4th Tuesday, 3:30 - 5:00 p.m. (replacing Terri) 	Contact Terri if interested.
Future Meetings	Tuesday, September 9, 22; October 13, 27; November 10, 24; December 8 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council