DISTANCE LEARNING COMMITTEE

MINUTES FOR OCTOBER *27, 2009*

Members Attending:

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

RECOMMENDATIONS

Changes to Skills & Pedagogy for Online Teaching (SPOT) –

The Skills and Pedagogy for Online Teaching (SPOT) certification process was developed with Academic Senate approval in Fall 2004. At that time, faculty primarily taught their DL courses through the creation of course web pages that resided on the College's elearn server. That process has now evolved to using authenticated processes through Blackboard or Course Studio. Many of the previously approved tasks in SPOT do not "match" with the current DL course delivery methods. Some tasks need to be modified, removed or added to maintain an appropriate baseline of technical knowledge and DL "best practices" pedagogy for online teaching.

	Recommendation	Rationale
1.	Add "**Getting Started**" menu item to the navigation bar (which is a link to that content area).	a. Helps faculty understand how to begin the SPOT process. b. Is a good model for DL course design because it will help students get started in their DL course. c. Provides a pathway for a course orientation at the beginning of the term, which can help students learn how to be successful in the DL course.
2.	Allow faculty to complete the POD "**Orientation to Certification to Online Teaching**" and "**Online Communication and Navigation**" workshops in an online mode at their convenience. (Salary advancement credit not guaranteed without approval from PDC)	At this time, faculty must attend a face-to-face workshop to begin the SPOT process. Not all faculty can attend at the time the workshops are offered, thereby preventing them from starting or completing the process.
3.	Remove or modify the tasks which conflict with automated, authenticated, accessible processes which Bb provides as a part of the course management system. [ACC monitor tasks, username and passwords to enter course website, URL of course website, unauthenticated, graded participation outside of the Bb course, questions on SPOT Assessment Quiz.]	Since AS has approved recommendations regarding required authentication of student participation in DL courses and moving SPOT process to a Bb environment, not all previous tasks fit the new environment. New models for authenticating student participation need to be a part of our core knowledge (pedagogy) for teaching DL courses.
4.	Add or modify some task information on DL "best practices."	Some SPOT applicants are requesting more pedagogy information and examples as they progress through the SPOT process.
5.	Change name from Tasks 1 and 2 to Modules 1 and 2.	To clarify the difference between a task and a module – individual tasks are listed and defined within a Module.
6.	Modify Announcement tasks in Module 1 and Module 2.	Tasks will make more sense because they fit in the Bb environment.
7.	Include information on the College's evaluation processes of DL faculty.	There is new contract language regarding classroom visitation and student evaluations for DL faculty.

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
CISW 15	Web Site Development	Joe Vasquez	**Approved** for submission to the EDC pending minor revisions.

MINUTES

Item	Discussion/Comments	Outcome
Review of Minutes	October 13, 2009. October 20, 2009.	**Approved**.
Recommendation for Changes to SPOT	Changes to SPOT were reviewed.	Recommendation was approved for submittal to CIC with rationale. (It is noted separately above the minutes.)
New DL Web Pages	Relating to Senate Resolution 09-11, the DL web pages are being revised to communicate more comprehensive information about the Distance Learning Program, including course offerings, student success tips, Blackboard in MyPortal, how to enroll, and FAQs pertaining to current and prospective students.	Paul will send the URL for the new DL web page to the listserv. Committee members were asked to review the web pages and send responses to Meghan.
DL Focus Group Event	Founders Hall and LTC-160 have been reserved for Friday, March 19. Content and a name for the focus-group day needs to be determined before deciding which room to use and notifying the campus to "save the date" for this event.	A planning group will meet on Tuesday, November 17 at 1:00 p.m. to develop content. Meghan will send an announcement to the listserv.
Accreditation Documentation	Meghan distributed a list of evaluation questions from the ACCJC Distance Learning Manual, August 2008. These questions guide accreditation site visits. Dr. Burley directed Meghan to be prepared to answer these questions during the next site visit.	Committee was asked to review the questions. Meghan will bring her responses to a DLC meeting by the end of November.
Evaluation of CMS	Concerns and questions have been expressed regarding our course management system. President's Cabinet directed Vic Belinski and Meghan to conduct some exploration of alternative systems, and Dr. Burley asked Meghan to take it to DLC for consideration. IT has offered to host a conference call presentation on November 10th with Ventura Community College District to learn about their exploration of and migration to Desire 2 Learn CMS, with lunch served at noon, and the call beginning at 1:15 p.m. in 6-261.	Meghan will ask DLC members via the listserv for feedback regarding DLC participation in viewing Desire 2 Learn at one of our future meetings.
Future Meetings	Tuesday, November 10, 24; December 8 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council