



## DISTANCE LEARNING COMMITTEE

MINUTES FOR FEBRUARY 23, 2010

**Members Attending:**

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

### RECOMMENDATIONS

Recommendation	Rationale
None.	

### COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
None.			

### MINUTES

Item	Discussion/Comments	Outcome
<b>Review of Minutes</b>	December 8, 2009.	Approved via DLC listserv.
<b>Membership Change</b>	Dwight Ayle retired in January so his position on the DLC will be re-evaluated this spring when PAC conducts its annual review of college committees. Charles McGruder has returned from his banked leave.	Information only.
<b>DL Faculty Listserv</b>	Faculty who have been SPOT certified were added to a new DL Faculty listserv but also were given the option to be removed. Since we want to assure good communication with faculty who teach with technology – DL faculty, Blackboard users who do not teach DL courses, and elearn users – we are using DL Faculty listserv, Bb Faculty listserv, and DL Faculty Group and portal messages. In the future, we hope to consolidate means of communication so that faculty wouldn't be bombarded with duplicate messages.	Information only.
<b>ITAC Update</b>	Paul reported that all new computers are scheduled to have Windows 7 installed. He stated that ITAC is working on revising AP 3720, Computer and Network Use, and is creating an online directory which will be rolled out in three phases beginning with faculty.	Information only.
<b>Online Assessments</b>	DLC would like to conduct a study addressing online assessments with the idea of an instructor teaching two sections of the same class, one traditional and one in an online mode and then compare results from both assessments.	<ul style="list-style-type: none"> <li>• An invite for volunteers to participate in the assessment study will be sent to the DLFaculty listserv.</li> <li>• DLC were asked to bring other assessment ideas to the next meeting.</li> </ul>

<p><b>DL Event</b></p>	<p>Calibrating Our GPS: The Present and Future of Distance Learning at Mt. SAC,” will be held on Friday, March 19, in LTC-160, 8:30 a.m. – 3:00 p.m. Administrators, faculty, and staff will be invited. Meghan and Terri will present the opening and a panel discussion and Q &amp; A of College leaders will follow. A summary of topics and questions that may be asked will be given to the panel. The breakout dialogue/discussion sessions were divided as follows:</p> <p>11:00 am – 12:00 pm</p> <ul style="list-style-type: none"> <li>• Drivers Education: Updates on Blackboard training and SPOT certification <ul style="list-style-type: none"> <li>○ Terri Beam – facilitator</li> <li>○ Mary Johnson</li> <li>○ Tamra Horton</li> </ul> </li> <li>• Full-Service vs. Self-Service Stations: Online Student Services and Academic Support <ul style="list-style-type: none"> <li>○ Bailey Smith – facilitator</li> <li>○ Meghan Chen</li> <li>○ Will Daland</li> <li>○ Jill Wilkerson</li> </ul> </li> <li>• Snazzy Options for Your Vehicle: New Tools for Online Learning <ul style="list-style-type: none"> <li>○ Carol Webster – facilitator</li> <li>○ Paul Kittle</li> <li>○ Shanti Atashpoush</li> </ul> </li> </ul> <p>12:00 – 12:45 pm – Lunch</p> <ul style="list-style-type: none"> <li>• Blackboard 9.0 demo <ul style="list-style-type: none"> <li>○ Paul Kittle</li> <li>○ Carol Webster</li> </ul> </li> </ul> <p>12:45 – 1:45 pm</p> <ul style="list-style-type: none"> <li>• Driver’s Manual (for Avoiding Traffic School): Current Policies and Procedures on Distance Learning <ul style="list-style-type: none"> <li>○ Terri Beam – facilitator</li> <li>○ Rich Patterson</li> <li>○ Tamra Horton – recorder</li> </ul> </li> <li>• Well-Traveled Path: Best Practices in Teaching Distance Learning Courses <ul style="list-style-type: none"> <li>○ Mary Johnson – facilitator</li> <li>○ Charles McGruder</li> <li>○ Mike Dowdle</li> </ul> </li> <li>• New Horizon: Desire 2 Learn demo <ul style="list-style-type: none"> <li>○ Meghan Chen – facilitator</li> <li>○ Paul Kittle</li> </ul> </li> </ul> <p>1:45 – 2:45 pm</p> <ul style="list-style-type: none"> <li>• Road Rage: A Dialogue on What Has Worked or Not Worked Teaching Online <ul style="list-style-type: none"> <li>○ Terri Beam – facilitator</li> <li>○ Rich Patterson</li> <li>○ Shanti Atashpoush</li> <li>○ Jill Wilkerson</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Meghan will send flyer as an email invite to the campus. DLC members were encouraged to register.</li> <li>• Questions for panelists and facilitators will be shared via the portal group as well as brought to the next meeting.</li> </ul>
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<b>DL Event cont'd.</b>	<ul style="list-style-type: none"><li>• SIG Alerts: Communications on Blackboard System with Faculty and Students<ul style="list-style-type: none"><li>○ Mike Dowdle – facilitator</li><li>○ Mary Johnson</li><li>○ Tamra Horton - recorder</li></ul></li><li>• New Horizon: Desire 2 Learn demo<ul style="list-style-type: none"><li>○ Meghan Chen – facilitator</li><li>○ Charles McGruder</li></ul></li></ul>	
<b>Other</b>	A list of additions and changes proposed to the SPOT process was disseminated and approved by DLC.	DLC will send any additional ideas to Terri or Mary.
<b>Future Meetings</b>	Tuesday, March 9, 23; April 13, 27; May 11, 25 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council