



DISTANCE LEARNING COMMITTEE MEETING

Minutes, Tuesday, September 27, 2011

1:05 – 2:35 p.m.

MEMBERS ATTENDING

X	Shanti Atashpoush	X	Meghan Chen, co-chair		Will Daland	X	Mike Dowdle	X	Ed Estes
X	Mary Johnson, co-chair	X	Paul Kittle	X	Jean Garrett	X	Rich Patterson	X	Sandra Weatherilt
X	Carol Webster	X	Jill Wilkerson		Student (vacant)				, recorder

RECOMMENDATIONS

Recommendation	Rationale/Background

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
LIBR 1A	Introduction to Library Research	Pauline Swartz	Approved

ITEM	DISCUSSION / COMMENTS
Approval of DLC minutes of meeting (5 min) - Mary	Information Minutes were approved with minor modifications. Moodlerooms – MR is the approved abbreviation.
Moodlerooms pilot update (30 min) - Mary	Participants in Winter 2011 Pilot A list of potention courses and type of courses was presented. It was suggested that we modify the class schedule notes field to indicate logging onto MR rather than Bb. It was suggested that there be a more generic message. Depending on the schedule production timeline, it may be too late for change to the Winter schedule. It was suggested we push out a message to students by CRN through the portal and LMS. A highlighted message should also appear on the DL homepage to draw attention to courses using MR. 11/18 first day of registration for Winter – Meghan will draft an announcement to go out to students in MR pilot courses. Rich suggested pushing a note in the schedule to the Winter Pilot students that will replace instances of Blackboard with Moodlerooms for those sections participating in the winter pilot.
Communication plan for Moodlerooms (15 min) - Carol	All campus email and portal message about the MR trainings will go out in the next two weeks. The training will consist of a two-hour MR overview session and MR foundations online course. Winter 2012 bootcamp dates will also be announced. Our contract with MR includes 150 seats in MR Course Building Fundamentals and 32 days of on-site training by MR Request for more monies from President’s Cabinet <ul style="list-style-type: none"> • 350 seats for MR Course Building Fundamentals • Faculty Trainer POD • Paul K reassigned time

	<p>QuickR site with MR information and group communication tools.</p> <p>It was suggested we start by including Winter Pilot Group</p>
<p>Student Survey (30 min) Meghan</p>	<p>MC presented a list of questions and committee brainstormed; Meghan will follow up with RIE office.</p> <p>It was suggested we release the survey before the last day to drop (10th week of the semester)</p>
<p>Elearn conversion update – communicate turn off date to faculty? (15 min) Carol</p>	<p>tabled</p>
Standing Items:	
<p>Curriculum: LIBR 1A</p>	<p>Committee members were asked to review LIBR 1A course approval form and to bring it for our next meeting.</p>
<p>ITAC Report (Paul)</p>	<p>tabled</p>
<p>FPDC Report (Carol)</p>	<p>tabled</p>
<p>Other</p>	<p>Student representative for committee will be appointed by Associated Students after the fifth week of classes. The student rep will be directed to Meghan.</p>

Next Meeting – October 11, 2011.

DLC Meetings - 2nd and 4th Tuesdays at 1:05 – 2:35 PM in LTC – 261
 DLC website: <http://www.mtsac.edu/instruction/learning/distlearn/>
 DLC listserv: dlc@mtsac.edu
 DLC group on Group Studio