DISTANCE LEARNING COMMITTEE
MINUTES FOR OCTOBER 11, 2011

Members Attending:

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

RECOMMENDATIONS

Recommendations	Rationale/Background

COURSE REVIEW

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

MINUTES

Item	Discussion/Comments	Outcome
Review and approve DLC minutes of 9/27/11 meeting		**Approved**, as corrected.
Moodlerooms Update	On Monday, October 10th, Carol and Emily Danler (Moodlerooms) held two sessions of Moodlerooms (MR) Training, one from 10:00 am – 12:00 pm and the other from 1:00 – 3:00 pm. Carol reported both training sessions were close to full and the outcomes were positive. These training sessions included comparing differences in MR and Blackboard and introduced steps in course development in MR. Additional sessions are being held on Friday, November 4th, and Friday, November 18th. Both days will have a 10:00 am – 12:00 pm session and a 1:00 – 3:00 pm session. Those interested to contact Carol. It is highly advised that faculty, especially Distance Learning faculty, should not wait until last minute to begin transitioning into MR. Faculty should not underestimate the time it will take to learn MR or the time it will take to develop and/or convert a course(s) into MR. An online training course, titled Course Building Foundations, is a MR developed and facilitated training course. A key, provided to faculty by Carol or Paul upon request, is required to register for the online training. Once registered, the faculty member will have 30 days to complete the online training, which may take 12 – 16 hours to complete. Mary advised it would be best to assure the faculty member can commit to 30 days and develop their courses in MR as soon as the online training is complete. When a faculty member is ready to enroll, they should contact Carol. Meghan shared the President's Cabinet approval of the funding request to pay for faculty presenters of MR training. Compensation will only be	Meghan/Mary will send out an email by the 15th week of the Fall semester which will include a timeline/reminder for MR transition in Spring.

	provided to those providing group training sessions.	
Communication Plan for Moodlerooms	Meghan and Mary did send out a joint email informing everyone that MR is coming and specified the last date of completing Blackboard Basics Online to be Friday, December 9th. Further discussion is needed to determine a MR replacement for Blackboard Basics online.	
DL Student Evaluations	With the help of Sheryl Hullings, the new online student evaluation, using SurveyDIG, currently only for distance learning (DL) courses, went live on Monday, October 10th, at 5:00 am. DL faculty who were due for student evaluations (based on information provided by their specific division office) had student evaluations deployed to their students in their Fall 2011 courses. The students received a link, specific to each faculty and course, via their Mt. SAC email. Students are only allowed to take the survey one time. Once the survey is complete, the link disappears, and the student will receive a 5-digit confirmation code. Results would then be pushed to recipients (dependent upon who is allowed to receive the results) after a 2-week period. Specific DL faculty, who were currently due for student evaluations, received an email from Meghan informing them of the new student evaluation that was deployed via online. In the email, Meghan explained the process of the evaluation and provided screen shots showing what students see. Though the evaluation is only available for use by DL faculty for their DL courses, the goal is to have the online evaluation available to all faculty and course types.	Meghan will also send out an email to all DL faculty to inform them of the student evaluations, specifying the survey is pushed out based on contract status only.
DL Classroom Visitations using Blackboard	DL Classroom visitation evaluation process has not changed. Meghan will send out email, previously sent, to remind faculty of how to conduct DL classroom visitations.	Meghan will resend email regarding DL Classroom Visitation process.
Standing Items:		
EDC/C&I LIBR 1A	Approved.	
ITAC Report	Tabled.	
FPDC Report	Tabled.	
Next Meeting	October 25, 2011	
DLC Meetings – 2nd and 4th Tuesdays at 1:05 – 2:35 PM in LTC-261		
DLC website: http://www.mtsac.edu/instruction/learning/dlc/		
DLC listserv: dlc@mtsac.edu		
DLC group on Group Studio		

Cc: Curriculum & Instruction Council