DISTANCE LEARNING COMMITTEE

MINUTES for October 12, 2004

Members Attending

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair		Sarah Daum
X	Michelle Grimes-Hillman	X	Sheryl Hullings	X	Tom McFarland	X	Kerry Stern, co-chair
X	Glenn Vice	X	Jill Wilkerson					

Guests: Carol Craig

ITEM	DISCUSSION/COMMENTS	OUTCOME
DL Course Amendments	Terri Beam reported that **CIS 51 and Math were approved by the Educational Design Committee for Distance Learning delivery**, with a couple of modifications and additions. The Educational Design Committee also requested that, in the future, all courses (including DL courses) be checked for completeness in ICCIS by the Division offices <u>before</u> being submitted for consideration. There was also a discussion on the "% seat time replaced" portion of the DL Course Amendment Form.	DLC will advise faculty who submit DL Course Amendment forms to have all course information in ICCIS before submitting to EDC and to include a range of "% replaced seat time" if more than one mode of delivery is expected for the DL course.
Certification for Online Teaching	Discussion was held on whether traditional instructors who maintain instructional web sites could also be considered as qualified verifiers, once they have completed the certification process. It was agreed that an announcement would be created asking faculty to volunteer to be faculty verifiers for the Certification for Online Teaching process, and it would be sent to both experienced DL instructors as well as traditional instructors using instructional web sites for their courses.	An announcement seeking faculty verifiers for certification process will be sent out to DL instructors and traditional instructors maintaining instructional course web sites.
Teaching/Learning Technology Specialist Position	This 47.5% position is currently being advertised, and the following people will be on the hiring committee: Kerry Stern, Dwight Ayle, Betsy Lawlor, and Andrea Heard. Review of paperwork and interviews will follow.	Information only.
Course Management System	Terri and Dwight Ayle reported on the presentation by Blackboard which was offered at Cal Poly on September 29. They were impressed by the flexibility of integrating "custom" components with Blackboard and the new "learning community" direction that the company is moving toward for Blackboard users.	Information only.

| DL Newsletter | Discussion was held about creating a newsletter to keep the campus apprised of Distance Learning activities and making it available online and hard copy. | Tom McFarland volunteered to author a section which would highlight DL instructors/courses. The target date for the first newsletter release will be November or December. |

Next Meeting: **Tuesday, October 26, 2004, 12:30 – 2:00 p.m., LTC-144**

cc: Curriculum & Instruction Council