



DISTANCE LEARNING COMMITTEE

MINUTES for April 26, 2005

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		Kerry Stern, co-chair
X	Glenn Vice	X	Jill Wilkerson				

Guests: Paul Kittle

ITEM	DISCUSSION/COMMENTS	OUTCOME
DL Course Amendment Review	Committee reviewed PHIL 9 submitted by Timothy Quandt and CHLD 10 submitted by Karen Curran. Clarification was requested on two items, and suggestions were made for minor revisions.	Courses, PHIL 9 and CHLD 10, were approved for submission to the Educational Design Committee once the revisions have been made.
Curriculum Update	A new four-year review cycle has begun for the review of all courses. Beginning Fall 2006, courses which are not in compliance may not be offered. All courses submitted for Distance Learning approval must have a current effective date. Gina Tjaden has made a list of all DL courses and the effective date that appears in ICCIS.	Kerry Stern will remind departments which of their courses need updating. Terri Beam will add a line to the new DL course amendment form for the instructor to note the effective date that is indicated in ICCIS.
OLSC Update	Terri announced that work has begun on changing the operational status of the OLSC lab. When completed, the lab may be used for DL workshops and Mandatory meetings.	Information only.
Certification for Online Teaching Process	Terri suggested offering two separate schedules for faculty to complete their Certification for Online Teaching during the summer – one for novice instructors and one for experienced instructors.	Terri will determine the feasibility of offering sessions in both June and July.

Next Meeting: Tuesday, May 10, 2005, 12:30 – 2:00 p.m., LTC-144

Cc: Curriculum & Instruction Council