DISTANCE LEARNING COMMITTEE

MINUTES for August 23, 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	**X**	Kerry Stern, co-chair
X	Glenn Vice	**X**	Jill Wilkerson				

Guests: Paul Kittle, Carol Webster

ITEM	DISCUSSION/COMMENTS	OUTCOME
DL Course Amendment Form	DLC reviewed CHEM 40 submitted by Terri Beam.	Course **CHEM 40 was approved** for submission to the Educational Design Committee.
Certification (SPOT)	Terri Beam reported that the two three-day workshops, "Certification for Online Teaching," held in June were very successful. Of the 25 faculty members that enrolled, most completed the process and are now certified to teach online.	38 faculty members are now certified for online teaching, and there are another 51 faculty who have taught in the Distance Learning program that still need to complete the certification process.
POD Workshops	There are new course offerings in Fall semester through Professional and Organizational Development: "Certification for Online Teaching in 3 Days!" Mondays, September 19, October 3 and 17, 6:00 – 9:00 p.m., and "Orientation to Certification for Online Teaching," in several offerings. "Online Communication and Navigation," (SPOT Task 2) workshops continue to be offered, and will be facilitated by Paul Kittle.	Faculty can register for the new and continuing workshops online at: http://sdev.mtsac.edu.
OLSC Update	Dwight Ayle stated the OLSC classroom (LTC-261) will be available for workshop and training use at the end of September and that it's designed with a lot of mentoring space. A new storage room has also been created.	Information only.
Blackboard	Due to negotiations, the start up for Blackboard was delayed one month, and it was approved at the August Board of Trustees meeting. Initially, it will have the development and production system. Dwight Ayle and Paul Kittle will be the system administrators. Sheryl Hullings will work with Blackboard to integrate the course management system into ICCIS.	The first training session for system administrators will be held on September 23 and will be attended by Dwight Ayle, Terri Beam, Sheryl Hullings, Paul Kittle, Chris Schroeder, Kerry Stern, and Carol Webster. A three-day intense faculty training session will be held September 28-30, and 15 faculty members will be invited to attend.

DL Update	Kerry Stern reported that there are a large number of courses that still need to be submitted for approval on the new DL Course Amendment form, and most are in the Business & Economic Development and Humanities & Social Sciences Divisions.	Tom McFarland said that all the business courses will be submitted by the end of Fall semester. Kerry will begin calling department chairs and course developers to remind them that all courses currently being offered must be resubmitted for the approval process by the end of Fall semester 2005. Courses that have not been approved by the end of Spring semester 2006 will not be placed in the Schedule of Classes beginning Summer 2006. Michelle Grimes-Hillman will make an announcement in Academic Senate.
DL Strategic Plan	Terri announced that the last Distance Learning Strategic Plan was created in Spring 2003, and nearly all was accomplished as stated in the plan; therefore, she felt it was time to revisit the plan.	At the next DLC meeting, Terri and Kerry will highlight points and report on the old plan and what to plan for in a new one. Michelle will take their report to the Academic Senate.

Next Meeting: **Tuesday, September 13, 2005, 12:30 – 2:00 p.m., LTC-144**

Cc: Curriculum & Instruction Council