



# DISTANCE LEARNING COMMITTEE

## MINUTES FOR NOVEMBER 28, 2006

**Members Attending**

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair		Sarah Daum
X	Deb Distante	X	Mary Johnson	X	Paul Kittle	X	Jim Smith
	Kerry Stern, co-chair		Dale Vickers	X	Jill Wilkerson		

**Guests:** Carol Webster

Item	Discussion/Comments	Outcome
<b>Accessibility Issues</b>	Dwight Ayle, Deb Distante, Paul Kittle, Kerry Stern, and Jill Wilkerson have been working on a solution for accessibility checking with Blackboard so it can be used with SPOT (Skills and Pedagogy for Online Teaching).	Paul thinks the issue may have been solved and will discuss it with Jill and then give a presentation at the next meeting.
<b>Year-End Report</b>	Terri Beam compiled a Year-End Report of Accomplishments for the DLC for 2005-2006.	Report was shared with the committee and will be sent to PAC.
<b>Assistant OLFM</b>	DLC reviewed a revised draft of the memo requesting reassigned time for an assistant Online Learning Faculty Mentor.	Memo was approved with minor revisions, and Terri will send it to the Faculty Association Negotiations Team.
<b>AS Update</b>	On November 16, there was a second reading of the revised DL Course Amendment Form, and it was passed by the Academic Senate.	Once approved by AMAC, the new form will be put on the DL website, and hard copies will be made available in the OLSC. Terri will send the form to Division Deans and Department Chairs to let them know all courses submitted for the Distance Learning format need to be on the new form.
<b>Other</b>	Requests have been received to have mandatory meetings taught by Blackboard trainers so students can learn how to use it. Discussion followed.  DLC will not meet during the Winter Intersession.	Information only.  The first meeting for the 2007 Spring Semester will be Tuesday, February 27.

**Next Meeting:            Tuesday, December 12, 2006**  
**LTC-261, 1:05 – 2:35 p.m.**