



DISTANCE LEARNING COMMITTEE

MINUTES FOR SEPTEMBER 12, 2006

Members Attending

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair	X	Sarah Daum
	Deb Distante	X	Michelle Grimes-Hillman		Sheryl Hullings	X	Mary Johnson
X	Paul Kittle	X	Kerry Stern, co-chair	X	Jill Wilkerson		

Guests: Carol Webster

ITEM	DISCUSSION/COMMENTS	OUTCOME
DL Course Amendment Forms	<p>The following course amendment forms were reviewed:</p> <p>BUSL 38 submitted by Catherine McKee CISN 11 submitted by Jim Gau CISN 24 submitted by Jim Gau CISN 51 submitted by Jim Gau GEOG 2 submitted by Elizabeth Lobb</p> <p>Sarah Daum suggested reviewing grammar and punctuation in course amendment forms prior to DLC meetings to allow more time for discussion of issues.</p>	<p>BUSL 38, CISN 11, CISN 24 and CISN 51 were approved for submission to the Educational Design Committee pending minor revisions. Terri Beam will contact the instructors regarding the changes.</p> <p>GEOG 2 was not approved for submission to the EDC. Terri will contact the instructor regarding revisions.</p> <p>Two or three DLC members will be randomly assigned prior to each meeting for reviewing punctuation and grammar.</p>
New DL Form	<p>Terri and Michelle Grimes-Hillman met during the summer to begin modifications to the DL form in order to facilitate its completion process by faculty.</p>	<p>DLC members were asked to review the form with the suggested revisions and bring any further suggestions to the next meeting.</p>
Academic Senate Update	<p>Michelle reported there will be a second reading of the resolution for an Online Counseling Program at the next Academic Senate meeting, September 21. This program would provide online counseling services.</p>	<p>Jim Smith from the Counseling Department will be invited to attend a DLC meeting to discuss the new online counseling process.</p>
Blackboard Update	<p>Training on the Blackboard Community system begins September 13, and training on the Content system will begin September 18. Twelve faculty members have been invited to attend "<i>Blackboard System Essentials Training</i>," a two-day seminar to be held September 19-20.</p>	<p>Information only.</p>
POD Workshops	<p>A three-day intensive workshop for Certification for Online Teaching (SPOT) was held in June.</p> <p>Paul Kittle facilitated two <i>Blackboard Challenge</i> sessions during the summer</p>	<p>Kerry Stern commended all those involved in the Blackboard workshops.</p>

	<p>and noted that there needs to be emphasis on meeting the <i>Challenge</i> rather than on being trained at that time.</p> <p>A <i>Blackboard Gradebook</i> workshop was conducted in the summer and two additional ones are planned for September and October.</p> <p>Using a new training manual, Terri and Vic Zamora will conduct workshops on September 13 and 20 on <i>Blackboard Basics</i> for Blackboard 7.1.</p> <p>Terri and Mary Johnson will conduct a new workshop, <i>Blackboard (Bb) Communication</i>, during the Fall semester. They also are currently developing a new Bb workshop for tests and surveys.</p> <p>Carol Webster is offering a <i>Blackboard One-on-One</i>, created for those faculty members who cannot attend the scheduled <i>Bb Basics</i> workshops.</p> <p>For those interested, several copies of <u>Blackboard for Dummies</u> are available in the OLSC.</p>	
SPOT Issues	All faculty who are currently teaching DL have completed certification, and those now interested in DL must first complete certification before teaching a DL course. Accessibility issues need to be resolved.	Terri noted we need to begin looking for possible solutions for problems encountered in assessing accessibility in course web sites on the elearn server as well as in the Bb courses.
Other	Kerry suggested Dale Vickers as an IT replacement for Sheryl Hullings.	Kerry will contact Dale and will also invite Victor Belinski to attend a DLC meeting.

Next Meeting: Tuesday, September 26, 2006
LTC-261, 1:05 – 2:35 p.m.

Cc: Curriculum & Instruction Council