DISTANCE LEARNING COMMITTEE

MINUTES FOR APRIL 24, 2007

Members Attending

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

Item	Discussion/Comments	Outcome
DL Course Amendment Form	The following course amendment form was reviewed: • SPAN 40 submitted by Helen Bauch	**SPAN 40 was approved** for submission to the Educational Design Committee pending minor revisions. Terri Beam will contact the instructor regarding the changes.
DL Pedagogies Workshop	Barry Andrews, Mary Johnson, and Terri Beam presented the first DL pedagogy workshop in a series of three, "Designing the DL Course."	Workshop had good attendance and was well received.
Evaluation Process Update	The procedures for Student Evaluations and Classroom Visitation Evaluations for DL courses and instructors are being worked on by the OLSC Team.	Both evaluation processes will be completed by the end of Spring semester.
Blackboard Concerns	Terri presented a revised draft of the letter to John Nixon requesting the resolution of several Blackboard issues.	DLC approved the new draft. Kerry will send to John Nixon.
WebCMS	Terri distributed a draft of a letter to the Educational Design Committee addressing the feasibility of attaching the DL Form to Web CMS.	DLC approved the letter. Kerry will send to EDC.
DL Conference – Friday, May 4, 2007	To date, 28 individuals have signed up for the conference. Terri reminded DLC that people may attend for any part of the conference. She asked committee to encourage registration and promote participation in the pre-conference Discussion Forums. In the opening session, Kerry will give an overview of the DL program, accomplishments, training conducted, courses approved, and share components of Blackboard. In the closing session, Kerry will talk about the future of online learning.	Tasks: • Carol – signs and brochures • Jill – sign-in table and pick up evaluations from each session • Paul and Dwight – projectors and computers • Dwight – camera, take pictures • Kerry and Dwight – send reminders about the discussion board • Kerry – send parking permits through campus mail

Next Meeting: **Tuesday, May 8, 2007**
                      1:05 – 2:35 p.m., LTC-261

Cc: Curriculum & Instruction Council