

DISTANCE LEARNING COMMITTEE

MINUTES FOR DECEMBER 11. 2007

Members Attending

| | Barry Andrews | Х | Dwight Ayle | | Terri Beam, co-chair | Х | Meghan Chen |
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| | Deb Distante | Х | Mary Johnson | Х | Paul Kittle | Х | Jim Smith |
| Х | Kerry Stern, co-chair | Х | Dale Vickers | | Jill Wilkerson | Х | Asma Raja |

Guests: Vic Belinski, Donna Burns, Paul Hischar, Lisa Ledeboer, Peggy Marcy, Emmanuelle Remy, Mike Sullivan, Carol Webster

| ltem | Discussion/Comments | Outcome |
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| Blackboard Contract | Kerry thanked all the faculty guests for | Negotiations to renew the |
| | Kerry thanked all the faculty guests for coming during finals week. She then introduced Vic Belinski, Chief Technology Officer. Kerry and the staff in the Online Learning Support Center have been working with Vic the past two months regarding the renewal of the College's course management system (Blackboard). Kerry assured faculty that the College will continue to support the Blackboard CMS. Faculty and staff have invested hundreds of hours learning to use the system over the past three years, and the OLSC will continue to provide support and training. There are two key issues that need to be resolved before Blackboard can be renewed: Application server provider (ASP) services – The services are very costly, and the College will need additional space as the program grows. Vic explained why Blackboard is hosted off campus and discussed the challenges of hosting the servers on campus: 24/7 support will become increasingly important. Servers need to be acquired, configured, and housed in the data center. Dedicated staff responsibilities must be assigned for managing the Blackboard equipment and software. The campus Internet bandwidth must be increased to meet growing demand. | Negotiations to renew the Blackboard Enterprise system will begin in January 2008. The ASP hosting of Blackboard will be renewed for one year while IT examines if it can be cost- effectively moved to campus. Kerry will ask for two price quotes: one using credit FTE and another |
| | Blackboard – Fees are calculated using total FTE numbers. If non- credit student enrollment is added, the cost may go up considerably. Kerry then asked for comments from the faculty regarding Blackboard. The | combining credit and non-credit FTE. |

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| DL Course Amendment Form | faculty members are pleased with Blackboard in general, but have issues with loading information and grading. Kerry suggested that individual faculty members should contact staff at the OLSC for possible solutions. She also announced that the College will be upgrading from version 7.1 to 7.3 on January 3, 2008. The new version will fix a number of problems and provide a more robust discussion board. The following course amendment form was reviewed: • ASTR 8 submitted by Julie Bray-Ali | ASTR 8 was approved for submission to the Educational Design Committee pending minor revisions. Mary Johnson will contact the instructor regarding the changes. |
| SPOT Update | Paul Hischar completed SPOT today and is the first faculty member to complete the certification process (SPOT) using Blackboard. Student evaluations are working well; next step will be adding more security. | Kerry thanked Dwight for his hard work on setting up the evaluations. |
| Blackboard Update | Seven people have signed up for the January Blackboard workshops. It was noted that faculty members seem to like the workshops held in January as well as the Boot camps held in June. | Information only. |
| Grant Update | Meghan Chen shared the following ideas that may help students succeed in DL: Show multimedia presentations of successful DL students Suggest ways to determine students' needs for STDY 85C Students want a virtual lounge and physical location where they could gather electronically and physically with access to computers Create a single link for all DL help requested or needed. Funding resources were discussed. | Kerry suggested encouraging faculty to take advantage of funding opportunities through POD and DSPS. |
| Online Counseling Update | Jim Smith met with CB. Result was very positive so he then took the idea to the Counseling Department faculty, and they were also quite positive. | Jim will now work on the modules. |
| Other | Dwight Ayle, Mary Johnson, and Carol Webster gave a demonstration of a class project by Carol that could work as a possible replacement for the on-campus mandatory meetings. | Information only. |
| Next Meeting | Tuesday, 1:05 – 2:35 p.m., LTC-261: February 26, 2008 | |