DISTANCE LEARNING COMMITTEE

MINUTES FOR APRIL 8, 2008

Mt. SAC
Mt. San Antonio College

Members Attending

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

Guests: Shanti Atashpoush

Item	Discussion/Comments	Outcome
DLC Membership	Two faculty members, Deb Distance and Mary Johnson, will complete their 2005-08 terms in June. Those positions will be open until Academic Senate appoints two more faculty members. It was agreed that one of the faculty positions should always be filled by a counselor from the Counseling department. Meghan will be completing Sarah Daum's 2005-08 term and offered to remain on the committee in the administrator position for the next three-year term. Mary Johnson has expressed interest to Academic Senate in continuing as Assistant OLFM for 2008-09. Suggestions to the membership included replacing Dale Vickers with Shanti Atashpoush for the IT administrator position and changing it to an ongoing position.	Terri will contact Sarah Daum and Sue Long for faculty suggestions. Names of willing-to-serve faculty will be forwarded to Academic Senate for approval. The revised membership will be sent to PAC.
Blackboard Update	Kerry is continuing to work with Blackboard and reported they are closer to a solution to the Snapshot problem. Once the problem is fixed, Blackboard will evaluate their internal communication process.	Kerry reports on Blackboard and Distance Learning issues at CIC and Instruction Team meetings.
POD Workshops	Two workshops titled "Introduction to Podcasting" are being held on April 23 and 24. Both are full and have waiting lists. An "Advanced Podcasting" workshop will also be held later this semester. The Language Lab has requested a podcasting workshop for their department. Terri will be teaching a workshop on RSS Feeds (Real Simple Syndication) on May 7.	Dwight has ordered equipment for audio and video recording to be used in the workshops.
iTunesU Demo	Shanti reported on a demo of iTunesU that was given from Apple representatives, highlighting podcasting applications from a student's perspective. iTunesU is a free service for educational institutions.	Shanti has requested a contract from Apple for the use of iTunes U.

Online Tutoring	Meghan and her tutoring team met with Terri, Mary, and Dwight to explore ideas for online tutoring. The next step will be to work on the infrastructure of online tutoring. Megan would like to pilot the online tutoring process in a couple of Distance Learning classes.	OLSC staff will help Meghan select faculty and classes for a pilot project.
New Faculty Presentation	Mary gave a presentation at the New Faculty Seminar on April 4 and noted there seemed to be interest in Distance Learning.	Information only.
Podcasting	Terri reported that Dwight has suggested an idea for campus mini-projects on podcasting in which faculty would submit a proposal to do a podcast project and the podcast could be modeled at a luncheon. If proposals were submitted by the end of the semester, the models could begin in the fall semester.	OLSC will send a list to Kerry of what is needed to prepare room 261. Kerry will draft a project proposal for faculty to complete.
Luminis Portal	A targeted Luminis session on online learning has been scheduled for Friday, April 18, 8:30 – 10:00 a.m. in 5-17.	DLC members were asked to attend if they are available.
Strategic Plan	Drafts of revised sections of the strategic plan were distributed. The Distance Learning Team section was reviewed. The section for "Growth of Distance Learning Program" will be completed after the review of all sections.	Review of the drafts will continue at the next meeting.
Next Meetings	Tuesdays, 1:05 – 2:35 p.m., LTC-261: April 22; May 13, 27; June 10	

Cc: Curriculum & Instruction Council