DISTANCE LEARNING COMMITTEE

MINUTES FOR FEBRUARY 24, 2009

Members Attending

X	Barry Andrews	X	Shanti Atashpoush	X	Dwight Ayle	X	Terri Beam, co-chair
X	Meghan Chen, co-chair	X	Will Daland	X	Tamra Horton	X	Mary Johnson
X	Paul Kittle	X	Charles McGruder	X	Stephen Runnebohm	X	Carol Webster
X	Jill Wilkerson		Asma Raja, student				

RECOMMENDATIONS

Recommendation	Rationale
None	None

MINUTES

Item	Discussion/Comments	Outcome
Approval of Minutes	December 9, 2008.	Minutes were approved via DLC listserv.
DL Course Amendment Forms	The following course amendment forms were submitted and will be initially reviewed by DLC subgroups: • **AGHE 85** • **SOC 36**	Terri will send electronic copies to each group for review, and recommendations for any changes in the forms will be brought to the next meeting.
DL Committee 2008-09 Goals Update	Progress Reports on DLC Goals: Goal 1: Authentication – Based on an article in the December 2008 issue of ACCCA Reports, Meghan reported the following position, ". . .colleges can comply with the Act simply by requiring that students log into their online courses with a user name and password." Based on this point of view, we could be in compliance with existing resources. Discussion followed on single sign-on and Blackboard courses as well as those courses not delivered through Blackboard. Goal 2: Paul, Mary, Terri, and Shanti gave several Luminis workshops on Flex Day. A list of POD workshops, including new workshops for Bb Grade Center, Learn More About Blackboard, and Bb Content System, for Spring 2009 was distributed. Goal 3: Curriculum and online degree – Will, Charles, Tamra, and Meghan reviewed DL course offerings in the Fall semester.	Goal 1: Meghan, Dwight, Paul, and Shanti will formalize a recommendation and bring to the next meeting. Goal 2: Prior to the Sungard meeting March 17-19, Shanti will arrange a meeting with Vic Belinski and the Goal 2 group to discuss how to utilize Blackboard better. Goal 3: Meghan will arrange a meeting with the Goal 3 group to discuss the feasibility and pros and cons of offering curriculum for an online degree.

	Goal 4: Success & Retention – Four Distance Learning S&R studies have been conducted at the College. Results of three may be viewed at http://elearn.mtsac.edu/olsc/dstlearn, and RIE is compiling results of the current study. This year the Instruction Team has been given the task of College Goal #2 and the Strategic Objective, "By 2013, The College will improve the average student success rate for distance learning courses by 5% over the 2008 baseline." Questions raised by this College goal were: 1. How will the 2008 baseline be determined? 2. What is the plan for achieving a 5% increase in student success in DL courses? Discussion followed on how we might define the baseline for 2008 in S&R. The group working on DL Goal #4 has created a tentative list of items that may decrease and/or increase student success and retention in DL courses. The committee felt that the DLC goal should focus on what is good for the students rather than a percentage increase and would like to meet with the Instruction Team to determine next steps to reach a 5% increase.	Goal 4: Jill, Stephen, Terri, Mary, and Meghan will meet before the next meeting to discuss what to do with the information that has been gathered.
	Goal 5: Winter session DL workshops for Deans: January 26 - Blackboard Basics, February 5 – Success & Retention of DL students, DL Course Amendment forms, and the Online Learning Experience (OLE) course for faculty. The Spring workshop in May will be focused on features of the Blackboard Academic Suite (Learning, Content and Community System).	Goal 5: Information only.
DL e-PIE and DL Report to AS	Academic Senate has asked its committees and the College's special programs to submit an annual "update" by April 16th. Meghan extracted information from the Fall 2008 DLC Strategic Plan and embedded it in a DLC Annual Report to Academic Senate for this year. Information from both the 2008 Strategic Plan and the DLC Update will be used in the DL e-PIE which is due April 3rd.	Meghan will e-mail the Strategic Plan with identified sections that were embedded in the AS Annual Report to the committee and has asked for review, feedback, questions, etc. by the next meeting.

POD Workshops	Numerous workshops have been scheduled for Spring semester on Blackboard, Certification for Online Teaching, and Podcasting. Terri will be adding a DL Course Amendment workshop, and Mary will add a SPOT Task 2 workshop.	Information only.
Issues for ITAC	Paul, Dwight, and Terri are members of the Information Technology Advisory Council and asked if there were issues the committee would like ITAC to address. The following were discussed: • server issues • slow e-mail • My MtSAC down on Sundays • why 24-hours to run back up • guest student accounts for MyMtSAC • support for faculty equipment.	Any technology-related issues should be e-mailed to Paul, Dwight, or Terri, and they will take them to ITAC meetings and report back.
Next Meetings	Tuesday, March 10 & 24; April 14 & 28; May 12 & 26; June 9 1:05 – 2:35 p.m., LTC-261	

Cc: Curriculum & Instruction Council