

DISTANCE LEARNING COMMITTEE

FRIDAY, April 3, 2015

1:30 PM – 3:30 PM

HBC 214

AGENDA

1. Approve minutes from February 6, 2015: <http://dl.austincc.edu/DLC/minutes020615.pdf>
2. Charge & function of the committee – vote on recommended changes:
 1. Reviews policies and guidelines, and recommends changes to support quality distance learning programs.
 2. Established standards of good practice for distance learning course development and delivery based on SACS and THECB guidelines.
 3. Assists in the analysis of evaluation for distance learning student support services, and recommends changes to improve activities and outcomes.
 4. Advises staff on faculty development and resources needed to design, develop and implement quality distance learning courses.

-Meetings: 4 times per year. Generally in October, November, February, April

Membership:

-Addition of one Adjunct Faculty member - appointed by the AFA
3. DL Designations – vote on proposed revisions:
 - ONL – Courses that can be taken without need to visit an ACC campus. Distance or proctored testing at non-ACC sites must be permitted.
 - HYB – Courses that require students to visit an ACC campus for class time, orientations, or other course-related activities. Distance or proctored testing is an option to the instructor.
 - ITV – We only have 2-3 of these courses still offered. Our goal is to phase them out by Fall 2016.
 - PRN – Print-based or correspondence courses are currently still offered by the English department. Our goal is to work with faculty to move these courses to a HYB or ONL format by Fall 2016.
4. Faculty Evaluation – vote to press amended instrument forward to ACAC (attached to email)
5. Call for volunteers for summer projects:
 - Review of DL Best Practices AR – (1-2 meetings)
 - National Distance Learning Week planning – (1-2 meetings)
6. Any additional committee business?