

**Distance Learning Committee**  
**January 25, 2013 Meeting Minutes**  
**HBC 214**  
**1:30 – 3:30**

**In Attendance:**

Al Purcell, Amardeep Kahlon, Ashley Carr, Azzurra Crispino, Clark Peterson, Elizabeth Bodman  
Gaston Gomez, Joanna Ellis, Ladori Lara, Laura Lucas, Nick Sarantakes, Phyllis Davis – Molina, Priscilla  
Wicker, Robert Bermea, Robert Cruse, Scott Gibby, Shelley Attix, Vanessa Faz, Charles Quinn, Gaye  
Lynn Scott

**Not in Attendance:**

Gerald Hildebrand, Janet Bickham, Maria Cisneros-Solis, Noko Wilson, Roberta Weston, Ron Thomson,  
Sammy Alvanipour, Shina Amachigh, Susan Thomason, Voncille Wright, Juan Molina

**Agenda Items**

- October 15, 2012 Minutes - Approved
  
- **Distance Learning Task Force** (update)  
Improve student success of DL students is the focus of the task force and initial steps include information gathering about faculty and student perceptions of DL at ACC.
  - RB and Scott discussed what the Task Force has discussed so far and mentioned developing a questionnaire and processes for info gathering from both students and faculty.  
RB to send questionnaire out to committee for comments.
  
- **DL Day – Professional Development – DL Instructor Collaboration** (Scott Gibby)
  - Tech Trends Day will not be held this spring; there are online workshops – DL Day is to be held on a Friday in April; specific day needs to be set. Location would be at HBC.
  - Round table – “Here’s What I did in my DL Class” to discuss pedagogy and use of technology  
RB to send out request to DLC members and DLC faculty as to whether they would like to participate as a presenter and what topic they would like to share.
  - No demo’s on technology – how to use XYZ technology or software.
  
- **Discussion item: Canvas CMS**  
RB to take following DLC recommendation – to ACAC for discussion and vote for the Creation of a college-wide committee to review options for CMS.

“The Distance Learning Committee recommends the formation of a college-wide committee to develop expectations and a rubric to evaluate course management systems and determine which one best meets ACC Student, Faculty and College needs. Course Management Systems Committee to include faculty (DIL and face-to-face), students, and support staff.”

- **Distance Testing** (update)
  - Robert noted that the DLC’s resolution on Distance Testing is on hold as ACC is awaiting a visit with Western Governors University.

- **ACC 101 & 103 Distance Learning modules**  
Clark Peterson provided information on these two recently developed modules that, in cooperation with IDS, have been created to help foster improved student success.
  - ACC 101 DL – will provide basic information for students considering DL including technical skills suggested, reading comprehension, and a DL diagnostic that will help students figure out and work on areas where they are weaker.  
Is currently in development.
  - ACC 103 DL – will provide information to help students be more successful once in their DL classes. Much of the focus in this module is identifying available support resources and how students can effectively utilize ACC to reach their academic goals.  
Will be ready for SU13 Orientation.
  
- **Student Services for DL Students Update** – Voncille Wright unable to attend. Report will be at next meeting.
  
- **New Items / Follow up meetings**
  - Laura Lucas provided an update to DL Faculty Training modules and how they are being migrated to BB. She mentioned that she could forward to Susy Thomason any issues / concerns associated with the Faculty Training modules.
  
  - RB mentioned the Federal Requirement about the verification of student enrollment in order for the institution to receive federal funds for financial aid. Most of the committee members felt comfortable with their own processes for verifying students.
  - RB passed out as an information item: **A Bill of Rights and Principles for Learning in the Digital Age** [http://chronicle.com/article/The-Documents-A-Bill-of-136781/?cid=at&utm\\_source=at&utm\\_medium=en](http://chronicle.com/article/The-Documents-A-Bill-of-136781/?cid=at&utm_source=at&utm_medium=en)  
.pdf version of the document - <http://s3.documentcloud.org/documents/560667/bill-of-rights-and-principles-final.pdf>
  
  - RB to send out a note asking for dates for possible 2<sup>nd</sup> SP 13 DLC Meeting