

Distance Learning Committee  
Friday, February 6, 2015  
1:30pm – 3:00pm  
HBC 410  
Meeting Minutes

Attendees: Susan Thomason, Clark Peterson, Amy Setter, Ashley Carr, Michelle Escudier, Helen Dailey, Maria Cisneros-Solis, Mary Parker, Donna Pauler, Allan Purcell, Nicholas Sarantakes, Zoe VanSandt, Paul LaFourest (for Don Morris), Neelam Noorani, Rachel Barerra

1. At ACAC meeting this morning the requirement for a student success course for all degree programs passed.  
Implementation: Fall 2015
2. Approval of minutes from October and November DLC meetings
3. Problems with an online approval of minutes will be addressed: Google Groups will be accurately updated and verified
4. Faculty Senate has drafted a new version of the Faculty Loading Administrative Rule (The draft can be viewed on the DLC GoogleDrive)
5. Committee Functions
  - a. #2-OIEA is soon to do a DL survey, similar to the CCSSE. Should there be a formal process to present data to this committee?
  - b. AI: DL evaluation is already being done by department chairs and by student evals 3x/year
  - c. Michelle: should we have a holistic standard
  - d. Separate Support Services Committee vs DLC? Various products have come from the SSDL: DL Help page, live chat help, etc.
  - e. Committee functions 2,3, and 5 appear redundant
  - f. "Reviews policies, procedures and guidelines and makes recommendations to improve student success."
  - g. But, do not bog the committee down with less serious day-to-day items that the DL department can handle
6. Faculty representation
  - a. Should more adjunct faculty be added? Recommendation of adding 1 more adjunct.
  - b. Can we diversify across academic and workforce? (this item can be sent to entire committee for feedback)
  - c. Should there be more Student Services personnel?
  - d. Combine the DLC with the SSDL?
7. DL Week
  - a. faculty presentations are available to view online (IRT link is not working)
  - b. DL Week: committee can take an active role in planning, etc. – Awards?, Stipends?, Guest Speakers?, etc.
8. DL Course Approval Form for all new to DL courses – required in the Faculty Loading AR
  - a. Need to clarify purpose and intent of form
  - b. Make it an online form
  - c. Before reaching the form stage, Instructional Designers are available to help
  - d. Need to have forms for all available DL course on file for compliance (escalation of the requests for outstanding forms)
  - e. A separate form for template-based courses?
  - f. Change order of sections of the form
  - g. Form revision by the end of SP15

9. Department Review (3yr) to integrate DL review (available in DL GoogleDrive)
  - a. Work with Marcus Jackson and Ron Johns to ensure appropriate DL-related questions are asked
10. Faculty Evaluations for DL
  - a. Clark will make the two versions available to the committee to review and provide feedback and determine if ready to send forward to ACAC again before the end of semester
  - b. CE students do not do these evals unless it is a combined course?
11. State Authorization Reciprocity Agreement
  - a. TxCoBoard will serve as portal
  - b. State infrastructure will be ready to receive applications from institutions asap
  - c. ACC will need to have a person to coordinate this arrangement with the state
  - d. DL has begun collecting basic information on how DL is handled from departments/divisions until there is a college-wide system
12. Online Learning Consortium Quality Scorecard
  - a. At SACS Conference, ACC administrators talked with Texas Tech about their DL program review
  - b. ACC is now an institutional member of OLC
  - c. Review: 90 days (60 days faculty input), faculty & staff involved, faculty stipends, ~20 faculty & ~2 IDS/staff, OLC will provide recommendations first to DLC to decide further distribution.
  - d. May replace Quality Matters (QM)
13. Vicki Payne, on behalf of herself and other Math instructors, asked Clark to propose an online test repository to cut down on paper test waste and improve efficiency. Group approved Clark determining what can be done.
14. Small group meetings during summer months to plan for DL Week
15. Next Meeting: Early April