

Distance Committee Meeting Minutes
February 16, 2007
HBC 301.2

Attending: Committee Members: Leigh Kilman, John Kennie, Jim Holzknecht, Al Purcell, Richard Smith, Nancy Keller, Carol Hirsh, Diana Withers, Janet Bickham, Nancy Worlds, Scott Gibby, Robert Bermea
Non Committee Member: Brucie Bowman

- **Best practices** – Robert Bermea discussed the process by which the DLC Subcommittee looking into DL Best Practices developed ACC Best Practices and its implementation process. He mentioned documents are currently under review by Mike Midgley and Donetta Goodall.
- **DL Counselor** – Robert Bermea mentioned Carol Townsend has come onboard at Pinnacle Student Services office and she will be the Distance Learning Counselor. She will be invited to future DLC meetings.
- **Retention initiative** – Robert Bermea mentioned the Student Services Cluster Initiative - ID# 1217 – This is an initiative to strengthen retention for distance learning students.
- **DL Publicity via Public Information & College Marketing** – Robert Bermea mentioned a meeting he had with Marvi Reyes in Public Information & College Marketing to look pre-registration information for students about Distance Learning courses.
- **DL newsletter** – Robert handed out the Spring '07 Distance Learning newsletter to the group and mentioned it will come out twice a year, and distributed during General Assembly. He also mentioned the “Articles of Interest” that is sent to DL faculty.
- **SACS substantive change** – Robert provided information on the SACS Substantive Report that requires ACC to report when degree and certificate programs are offered 25%, 50% and 100% via Distance Learning.
- **VCT SACS report** – Robert and Richard Smith provided the committee with an update to the VCT SACS Review that has been going on during the past year and half and is nearly completed.
- **Military distance testing** – Robert brought up an issue that has come up in regards to distance testing US Military servicemen. Currently faculty has the option of allowing/not allowing distance testing. The committee will put forward a recommendation that a faculty member will have to allow distance testing to servicemen, as long as distance testing guidelines are followed by the students. The recommendation will go to Mike Midgley and Donetta Goodall for implementation.
- **Other:**
 1. **DL Faculty evaluations** – Comments, questions and concerns were raised and discussed about DL Faculty evaluations.
Recommendation was to invite Vida Forest Y Salazar to a DLC Meeting
 2. **Testing Centers** – Comments, questions and concerns were raised and discussed about ACC Testing Centers.
Recommendation was to invite Sharon (King) Frederick to a DLC Meeting.