

**Distance Learning Committee Minutes**  
**Friday, March 13<sup>th</sup>, 2009**  
**1:00PM – 3:00PM, Room 411**

**Attending:** Robert Bermea, Tina Buck, Tasha Davis, Erika Domatti-Thomas, Sharon Duncan, Gail Folkins, Jim Holzknecht, Terry Kotrla, Pat Patton, Al Purcell, Bill Rainey, Rey Valdez,

**Introductions:** Committee members introduced, new members welcomed and agenda passed out.

1. **Distance Learning Committee – functions** (<http://www.austincc.edu/orgref/councils/distance.php>) was discussed. No one brought up any questions or issues in regards to the functions. Robert told the members if they had any comments to send to Richard Smith, Al Purcell or him.

2. **DLC October 12, 2008 Minutes** shared (<http://dl.austincc.edu/dlc/minutes/minutes101708.pdf>) with the group. Those who attended the previous meeting said it reflected what was discussed.

3. **Support Services Distance Learning Committee – Student Success page** was discussed and a mock up was passed out. DL staff member Clark Peterson is creating a web site for student (success) resources and DL support services. DL and Student Support Services workshops will be featured as well as student success stories. Prototype to be implemented in SU 2009.

4. **State Board for Educator (Instructor) Certification E-Learning Advisory Committee - Discussion.** Sharon Duncan is working with State Board for Educator Certification and discussed her group's interest in Best Practices for these courses. Sharon requested the DL Best Practices checklist to share with her group (above) and possibly repurpose the contents.

Question was asked as to the current status of DL Best Practices, and Robert said Mike Midgley has indicated ACAC had passed it and Dr. Kinslow had signed it but the Administrative Rule has not appeared on the web. He said he would let the committee know when it was on the web. Robert went on to add that the basis for the DL Best Practices is the SACS Distance Education Policy Statement. (<http://www.sacscoc.org/pdf/081705/distance%20education.pdf>)

Discussion of DL instructor certification was brought up. Currently, there is no DL certification at ACC; training requirements varies on a department by department basis.

5. **Distance Learning Meetings** –Robert Bermea mentioned that meeting information appeared on the FY 2009 Administrative Meeting schedule <http://www.austincc.edu/pres/communications/FY09AdministrativeMeetingSchedule.pdf>, The College DLC page <http://www.austincc.edu/orgref/councils/distance.php> and that meeting dates were set by Pam Sutton. The meeting dates were also listed on the DL/DLC page <http://dl.austincc.edu/DLC/>

6. **Committee Member Comments** – committee members were asked to bring up issues, questions, concerns, etc.

- a) Gail Folkins asked about DL evaluations and increasing student participation. Robert said he has worked with Cheryl Richard, Student Activities Office and Student Government to increase student awareness of DL Faculty Evaluations. Also DL Faculty Evaluation information is going to be added to the student orientation process. Several DL faculty said they had seen an increase in student participation. Martha Perez is in charge of DL faculty evaluation instruments and committee members were told to contact her if they had further questions.

- b) Rey Valdez, Testing Centers, said there is a new data mgt. system for the Testing Centers and it is being implemented.
- c) Several committee members reintroduced the topic of certification for DL faculty and training opportunities and resources. The group discussion favored (the College) providing training in the use of DL technologies and pedagogies. The group members also discussed how their departments looked at the training of DL instructors.

After a lengthy discussion, Robert proposed there be a follow up meeting to discuss this issue further. The group agreed and a meeting date of Friday April 17<sup>th</sup> 1:00-3:00 PM (room TBD) was set.

Discussion items:

- DL Certification Training – what training should be provided? A department could pick and choose from a variety of workshops that the faculty member needed.
- Look at current training / workshops (both technology and pedagogy) at ACC and “fill in the blanks” for missing workshops.
- Look at mentoring or having faculty roundtables where DL instructors share what *they* do in their DL classes. This could also be faculty “show and tell” sessions.