

Distance Learning Committee
Friday, April 3, 2015
HBC 214
Meeting Minutes – Draft

Attendees: Marla Dean, Azzurra Crispino, Michelle Escudier, Nancy Laudenslager, Mary Parker, Donna Pauler, Clark Peterson, Al Purcell, Amy Setter, Susan Thomason, Zoe VanSandt, Rachel Barrera, Helen Dailey, Ping Chu (for Don Morris)

- A. Review and approve minutes from 11/21/2014
- B. New Committee Charges and Functions
 1. Reviews policies and guidelines and recommends changes to support quality distance learning programs.
 2. Establish standards of good practice for distance learning course development and delivery based on the SACSCOC 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.
- C. New Charges and Functions approved by committee.
- D. Discussion on the current DL Designations: ONL, HYD, PRN, ITV
In order to maintain compliance with accreditation agencies and ensure proper reporting to the Department of Education, PRN (essentially correspondence) and ITV should be phased out within the next year. Very few PRN and ITV courses exist currently and can be converted to ONL or HYD.
- E. Additionally, all current ONL courses which require exams in ACC Testing Centers and do not allow for Distance Testing will convert to HYD. HYD courses may allow for Distance Testing if desired.
- F. New guidelines for DL Designations/Modes approved by committee. A communications strategy to inform the college of these changes will need to be developed. These recommendations will be sent forward to ACAC.
- G. DL Faculty Evaluation
Updated Faculty Evaluation provided by Clark Peterson designed several years ago by this committee. It was suggested that this newer evaluation was already in use, but no evidence of such could be found. Discussion revolved mostly around the wording of various questions on the instrument. Clark will update the instrument once again with the suggestions and make available to the committee within a couple of weeks. The final updated evaluation will be presented to ACAC.
- H. A small subcommittee will review the DL Best Practices Administrative Rule during the summer months and update with any changes that SACSCOC may send down. SACSCOC often makes updates during the early summer.
- I. National Distance Learning Week 2015 was briefly discussed. Ideas of faculty recognition for exceptional Distance Learning courses, and potential topics for the week such as “Success in Minority Populations” were brought up.
- J. Another suggestion was to develop “How to” modules for students regarding taking an online class and more specific training in Blackboard.
- K. Meeting adjourned.