

Distance Learning Committee Minutes
Friday, April 17th, 2009**1:00PM – 3:00PM, HBC Room 411**

Attending: Sharon Duncan, Bill Rainey, Laura Niles, Cecile Durish, Phylis Molina, Carol Hirsh, Erika Domatti-Thomas, Tasha Davis, Kelly Petkus, Al Purcell, Scott Gibby, Tim Altenero, Robert Bermea, Jim Holzknecht

Distance Learning Committee meeting items:

1. Robert, handed out Instructional Technology Council's 2008 Distance Education Survey Results as an FYI item to the committee. Document can be located at :
<http://www.itcnetwork.org/file.php?file=%2F1%2FITCAnnualSurveyMarch2009Final.pdf>
2. Committee members were introduced.
3. Robert mentioned that the minutes for the previous meeting was on the web at
<http://dl.austincc.edu/DLC/minutes/minutes031309.pdf>
4. Agenda Items for Meeting was discussed.
 - a. Current training materials
 - b. What training materials are needed
 - c. Other instructional opportunities
 - d. Certification/requirements
5. Handout of workshops presented through ACC's Professional Development was handed out as was a copy of the DL Course Design and Delivery main page -
<http://dl.austincc.edu/faculty/DLCourses/> to indicate some of the current resources available to faculty.
 - a. Issue of providing online training resources to faculty was discussed so faculty to 'take workshops' as needed.
 - b. Also handed out was a (draft version) of a web page that mirrors the DL Course Design and Delivery Resources page, but provides links to web resources
<http://dl.austincc.edu/faculty/DLCourses/designDevelopResources.html>
6. Additional faculty resources discussed:
 - a. Proposed "Faculty Workshop/Training Resource Page" on DL site, comparable to a Student workshop /success page that will be piloted this summer.
 - b. Laura Niles mentioned mentoring for faculty,
<http://www.austincc.edu/hr/profdev/mentoring.php>, Robert mentioned that there is a DL Mentoring program and checklist in place through Faculty and Staff Development Office - <http://dl.austincc.edu/faculty/#Training>
 - c. Robert mentioned the workshop provided to ACC Advisors and Counselors,
<http://dl.austincc.edu/information/workshoppresentation.html> and mentioned that DL is discussing creating a similar one for Faculty.
7. Committee was asked to provide topics for the DL Pedagogy Workshops, Technology Workshops and Faculty Information Sharing Session.

DL Pedagogically and Instructional Support Workshops

- a. Modes of DL HYC/HYD – what constitutes a DL Course.
- b. Interaction so DL courses are same as F2F or designing Interactive online courses
- c. Course Specific Support
- d. Mentoring student in a colleague's course
- e. Learn by doing a DL course as a student
- f. How to do communication and interaction (review)
- g. Other Departments communication of DL courses
- h. Student account for faculty member
- i. Organizational skills
- j. Trainings for students on how to use technology
- k. Course and Dept Specific support services (sample pre-designed Bb course, etc.)
- l. Online presence and online tone (netiquette)
- m. ADA compliance course
- n. College support services
- o. Creating on student online orientation components for a DL course; blackboard, DL support services, instructor expectations, etc.
- p. Studio at campus to record audio/video, Video Presentation Skills (pedagogy)
- q. Department chair training on DL PCM courses and issues
- r. Teaching a DL Course: Department Orientation for New DL instructors and pre-course mentoring.
- s. Department mock DL Course Demo

Technology Based Courses

- a. Options to Bb (Bb as a portal and other support technologies)
- b. Videos private YouTube and digital portfolios, Adobe Connect
- c. Technology updates (F2F or Listserv)
- d. Basic Bb 1-2-3-4-5 Courses and Master Level levels, etc.,
- e. Advanced levels for faculty who could teach others and develop BB training for faculty.
- f. Bb permanent course for dept. specific discussion
- g. Interactive Technologies for DL courses (overview)
- h. Bb options and online interactions as similar to F2F classroom as possible
- i. Having an on-line presence using technology / software (might also include video presentation skills)
- j. What it's like to take a Bb course – set up a BB course so faculty could get a student perspective for taking a DL course.
- k. Options for Bb as a CMS
- l. Screen capture technology: Screen-Flow (Mac based), Camtasia and Captivate
- m. Lecture capture (Adobe Connect)
- n. Advanced Blackboard features: Advanced Community Groups, Archiving video using services like Adobe Connect.
- o. Developing BB templates for courses and departments.

Other workshops/sessions

- a. Electronic Brown Bags with specific department and dept. course info via Blackboard.
- b. DL Blog or List serve (subscribe) where faculty can share info
- c. DL instructor round tables (face – to-face) to share ideas
- d. Senior DL instructors assisting with DL courses.

8. Issue about mandatory training was raised. Point was made to work within existing system that's in place for professional development. Discussion was held on this topic.

Committee worked on the following wording and everyone in attendance agreed on the wording before a vote was taken.

- If (a faculty member is) new to teaching a Distance Learning, there will be mandatory training (TBD) courses.
- If (a faculty member is) teaching DL courses a certain percentage of Professional Development hours to be Distance Learning workshops.

Vote passed unanimously.

Cecile Durish and Tim Alternero were not present for the vote as they left prior to this part of the discussion and vote.

Other Discussion Items:

- Publicity and educating students to the distinctions and differences in DL Course delivery modes, especially HYD and HYC, is needed. Question of HYD and HYC designation was discussed.
- Training and IDS support at the campus, particularly for Wimba and Respondus was discussed and needs to be looked into.
- Technology changes and training should be updated and training (topics) workshops should be reviewed at least every two years.