Distance Learning Committee
Friday, September 8, 2017
1 – 2:30 HLC 2218
Meeting Minutes

Agenda Item	Action
1. Welcome, introductions, and call to order	The meeting was called to order at 1:06 pm. The following committee members were present: Tyshun Robinson, Sarah Strong, June Geppert, Nick Sarantakes, Herb Coleman, Zoe VanSandt, Clark Shaffer, Terry Barksdale, Michael Anderson, Eduardo Garcia, Sean Nighbert, Chris Davis, Donna Moore, Azzurra Crispino, Wayne Butler, Rachel Barrera, Erasmus Addae
2. Presentation on Distance Learning Services	Erasmus Addae, Dean of Distance and Alternative Learning provided information on support services provided by the Office of Distance and Alternative Learning.
3. eFaculty of the Year	Erasmus Addae provided information on the new eFaculty of the Year as a way to recognize the efforts of faculty who teach distance learning courses. The DLC will play a vital role in the review and selection process. The winners will receive plaques and sponsorship to distance learning conference.
4. Student Success Announcement	April Whalen provided information on a student success initiative designed to flag at risk students. A Student Relationship Management tool will be deployed that will flag at-risk-students. Manual alerts will then be sent to counselors after faculty have triggered the alerts. The student success office will also send outreach emails to students to encourage re-enrollment. Faculty in attendance requested that DL faculty be notified. The priority for the year is to have more information in Blackboard, earlier interventions, track attendance and have earlier grades. Feel free to contact April with questions.
5. DLC Priorities and Areas of Focus for FY2108	The committee outlined priority and focus areas to work on in support of distance learning at ACC. The goal is to move the DLC from being an information dissemination forum, to one that works on actionable initiatives that will support and strengthen distance learning. The priority areas identified are: 1. Distance Learning Evaluations

	2. Improvements in faculty support
	3. Better DL student orientation/screening
	4. Advising
	5. Equity Design Principles
	The priority and focus areas were used to form subcommittees. Committee members will sign up to be on one or more of the sub-committees, work on the priorities and report to the DLC.
6. Adjournment	The meeting adjourned at 2:35 p.m.