

Distance Learning Committee Minutes

Friday, September 24, 2010 1 – 3 p.m., HBC 411

Attendance: Terry Barksdale, Robert Bermea, Janet Bickham, Tina Buck, Samantha Davis, Tasha Davis, Jose Flores, Scott Gibby, Carol Hirsh, Amanda Karel, Leigh Kilman, Anita McAuley, Phylis Molina, Donna Pauler, Clark Peterson, Al Purcell, Bill Rainey, Charles Quinn, Rey Valdez, James Webb, Kirk White, Priscilla Wicker, Daira Wilson

- 1) **Introductions / Committee Charge** <http://www.austincc.edu/orgref/councils/distance.php>
Members went around the room made introductions and committee functions were discussed.
- 2) **Election of Committee Chair** – Scott Gibby and Al Purcell were nominated. The committee will vote by email.

Agenda items were reordered since Amanda Karel, ACC SACS Coordinator, could not stay for entire meeting.

- 4) **SACS Distance Education Policy Statement – June 2010**
<http://sacsoc.org/pdf/Distance%20and%20correspondence%20policy%20final.pdf>

Robert and Amanda brought the committee up to date in regards to their meeting with the Deans to discuss the updated SACS Distance Education Policy Statement June 2010.

Robert is to go to ACAC so that the ACC DL Best Practices Admin Rule 4.01.001 <http://www.austincc.edu/admrule/4.01.001.htm> can be updated to reflect the latest SACS document. He will also ask that the Admin Rule be modified to state that it will reflect the latest and most current SACS requirements as it relates to Distance Learning/Education. He will also ask that the college examine distance and correspondence education definitions as it applies to ACC course offerings.

In regards to SACS, Amanda mentioned SACS examining not only fully looking at the delivery of on-campus instruction during accreditation visits, but also Distance Education and instruction at off campus locations. She also addressed the issue of substantive change reports whenever a location offers a degree or certificate 25% at one location. Robert added that DL has to report when a degree/certificate reaches 100%, 50% or 25% delivery via Distance.

- 5) **Quality Enhancement Plan - QEP** <http://www.austincc.edu/sacs/qep/> – Amanda Karel SACS Coordinator and Kirk White discussed the second part of the SACS 2013 site visit – the QEP.

The QEP will look at innovative ways for (broad) areas to improve student learning – ideas from surveys. ACC must have created a plan @ arrival of SACS – specific focus – all across areas ACC – and the QEP could fold into the SSI – for example “Development of Orientation” program. Committee members made some suggestions such as student engagement and making sure students can enroll in courses they are registering for.

Kirk added that SACS sets standards-college must budget for project. After 5 years SACS will see

how ACC is complying.

Amanda recommends that the committee members look at the ACC QEP website to get additional information and make recommendations for the proposed project.

3) Review of Administrative Rule: Full-Time Faculty Workload AR# 4.03.004 – *Section 5 Distance Education* <http://www.austincc.edu/admrule/4.03.004.htm>

A subcommittee has been formed to review DL portion of administrative rule. To be discussed: definition of Distance Education and Correspondence Education, student limit per section, DL modes, office hours, LEH and compensation, additional enrollments and minimum enrollment. Admin Rule DL section will be reviewed for current wording and terminologies. Changes and recommendations will be forwarded to ACAC.

Meeting Date: Friday - October 29th @ 1pm @ HBC 301.7

6) Distance Testing

Handouts were distributed to discuss process and procedures for Distance Testing. Committee recommended that Clark Peterson prepare information for faculty and Department Chairs at the beginning of each semester about DT. This could be added to his Early Intervention memo.

Committee also discussed the idea of doing a workshop for new DL faculty as to the services and information they might need about DL.

7) ACC Support Services for DL Students

As per DLC functions, a subcommittee was recreated to look at support services for DL students and faculty. Meeting was set for November 19, 1-3 pm (HBC 301.7) to discuss ways to get Distance Learning information and materials out to the students. Both faculty and support services staff will discuss what's needed and how meet those needs. This subcommittee replaces the former Student Services DL Committee, out of the Student Services office.

Meeting Date: Friday - November 19 @ 1pm @ HBC 301.7

8) Increasing Degrees and Certificates Online – 100%

Robert mentioned that he will be sending out (as per SACS) substantive change = reaching the 100%, 50%, 25% degree & certificate programs thresholds in the next several weeks to department chairs and deans.

9) Committee Member comments / Follow-up meetings

Phylis: Committee should look at DL online evaluations and ways of improving response rates

Samantha: Asked why only fall evaluations?

Tina: New Blackboard version & training information – Tina to send Robert info so he can send out to the DL List serve.

Welcome new librarian – Terry was introduced from UT Telecampus. Terry to send Robert info so he can send out to the DL List serve.

_Potential development of New DL Faculty Orientation for General Assembly was mentioned.