

Distance Learning Committee
Friday, October 7, 2016
2:00pm – 3:30pm
HLC 2216

Meeting Minutes – Draft

Attendees: Azzurra Crispino, Amy Setter, April Whalen, Al Purcell, Clark Peterson, Carleen Sanchez, Carol Hirsh, Michelle Escudier, Neelam Noorani, Pam Montalbano, Rachel Barrera, Susan Thomason, Carol Townsend, Zoe VanSandt, Terry Barksdale

Agenda Items

- I. Call to order and introductions

- II. Open Issues
 - a. Review of Committee Charge and Functions
 - The committee will make decisions based on data. A report from the task force that met over a three year period was not made public, only administrators reviewed the data.
 - b. Elect Co-chair
 - The three nominees for co-chair are Carol Townsend, Al Purcell and Carleen Sanchez. The attendees voted and the other members will vote by email. The co-chair should be announced by October 11.

- III. Updates
 - a. Testing
 - Over 200 students participated in Distance Testing this summer.
 - The spring and summer pilot program for Proctor U was successful.
 - There will be a workshop with the Proctor U representative during DL week.
 - b. DL position posting
 - The Dean of Distance Learning position should be filled by the end of the month.
 - Part of the job description will be to incorporate competency based education and credit for prior learning.
 - The quality of the courses will also be one of the responsibilities.
 - c. DL Faculty Evaluation Instrument
 - Evaluations with the DLC recommendations will be used in the spring semester.
 - The committee will review annually.
 - d. DL Course Designations
 - There are only two designations, ONL and HYD.
 - Courses that require students to come to campus will be considered HYD. This will be fully implemented for spring.
 - e. SARA
 - Clark received the new regulations and requirements. He will review to see what is needed to be in compliance.

f. Section Notes

- Students can no longer access course notes when registering in the new student planning tool.
- Susan will investigate the issue.

IV. Data Review

Susan will create a google folder for the committee to review data.

The TIPS system is used for data although all is not public.

OIE can generate reports that are needed on a regular basis.

V. Announcements

a. Distance Learning Faculty Development Opportunities

- DL instruction series has been updated with the services that changed.
- No new modules will be added.
- Easier subtitling services are needed. Susan will talk with Steve Christopher.
- DL videos module need to be subtitled. Transcripts are available.
- VCT has a captioning initiative available.
- DLC will add captioning of videos on the next agenda.

- OER (Open Educational Resources) development grant is working with three institutions.
- The library will be the entity for training after this year.
- Library has Open Education Resources Research guide on their website.

VI. Distance Learning Week

Workshops, voice threads training, Proctor U demo and free webinars will be available.

Susan might have an evening faculty institute that will include a \$1000 stipend.