

Distance Learning Committee Minutes  
Friday, October 17, 2008  
1:00 – 3:00 p.m., HBC, Room 411

Attending: Tim Altanero, Robert Bermea, Sharon Duncan, Scott Gibby, John Kennie, Phyllis Molina, Kelly Petkus, Al Purcell, Richard Smith, Teresa Moore (for Susan Thomason), Rosa Voss (for Ray Valdez)

**Committee members introduced. Al Purcell elected co-chair.**

**Distance Learning Committee – Discussion of functions:**

DL Committee to review functions (located at: <http://www.austincc.edu/orgref/councils/distance.php>).  
Determine how this committee differs from the Support Services DL Committee?  
Distribute committee comments to all members. From this discussion, the committee may revise committee functions.  
Send updated committee functions (if any) to ACAC for approval.

**Best Practices Admin Rule – Discussion:**

Best practices draft Administrative Rule distributed – comments should be sent to Mike Midgley.

Best Practices Issues discussed:

- Best practices checklist.
- Minimum standards for DL courses – college-wide or departmental?
- Criteria, tools and training for faculty to teach distance learning courses.

A reminder – One of the DL Committee's functions is to develop and recommend standards of good practice for distance learning courses.

Promotion of best practices discussed:

Set up panel discussions on Tech Trends Day and January Spring Development Day so that DL faculty can share {Best Practices} information on what works/doesn't work in their DL courses.

Sponsor DL faculty-driven lunchtime discussion groups to talk about their experiences in teaching a DL Course. Provide tips and info to colleagues.

Develop additional training on how to teach via Distance Learning – stressing both pedagogy and technology.

- Scott Gibby is working on a 'grant' from THECB on Teaching via DL. There are 10-15 modules.

- ACC Departments could select which modules need to be covered.

DL Teaching Certificate: Should there be a certificate that shows competency in teaching a DL Course.

After BP Administrative Rule Implementation – Committee develops guidelines and procedures for accompanying rule.

## **Other Discussion items**

Issue was brought up by Rosa Voss about the need for headphones and CD Players for audio portions of tests. IRT can purchase the equipment . The Testing centers requested that faculty who use Respondus make sure and check that the tests function correctly.

Virtual office hours –how can faculty conduct them – what technologies are out there.  
HYD and HYC Courses discussed and explained.

CWTCOC has a subcommittee to review lecture/web capture; pod casting; Wimba and Skype. This subcommittee will review and recommend how new technologies are introduced to the college.

Future DLC meeting dates can be added as needed – recommendation that a November meeting be held via conference call.

### **Distance Testing**

Issue of Faculty currently have option to not distance test was discussed and how this effects students at a Distance.

Proctor exam process has been developed and is in place

Don't' have a tutoring lab rep on this committee – question was raised if a rep from this area should be added to committee.