

Distance Learning Committee
11/21/14
HBC 214

Attendees: Ashley Carr, Azzurra Crispino, Michelle Escudier, Nancy Laudenslager, Neelam Noorani, Kathleen Park, Mary Parker, Donna Pauler, Clark Peterson, Al Purcell, Amy Setter, Susan Thomason, Zoe VanSandt, Voncille Wright

- Review and approve minutes by email voting
- Elect Faculty Co-chair
Al Purcell volunteered. Can request new nominations & vote by email
- Continue to assess Best Practices Administrative Rule
- When SACSCOC guidelines are updated, ACC DLC should update our rule to reflect the changes without the need for a vote
- Distance Learning to collect and post various departmental procedures for DL training, course review, etc. (Create repository for a resource) including additional departmental training
- What are departments' current course review processes?
How are reviews conducted
Student Learning Outcomes
3yr Cycle of Master Plan
Are there procedures that are standard college process? Should there be?
DL will reach out to departments
Webpage for listing review processes
- SACSCOC is leaning more toward quality controls
- A wiki/another type of repository could be created for DL Best Practices
- VCT & Quality Matters
QM review process is not content-related. Looks at DL practices
Ask for volunteers for the QM trial opportunity. Participants would become certified QM (paid for time), must have taught a DL course w/in 18 months
Once certified, can be paid to review other courses
Texas may develop a barter-type system similar to Ohio
- Could also look at QM processes and develop in-house system & procedures
- Provost, Dr. Cook, is becoming involved with issues of compliance.
- Course Approval Forms are required to be on file in DL office per SACSCOC
- Large number of courses do not have a course approval form in DL records
- Map of New Course Processes
Select course to teach/Faculty interest – Is it a new course or an existing DL course?
Existing: HIST- mentoring, MATD- standardized, committee-written class adaptable, MATH-
Write & develop new course.
Department chairs determine who can teach DL/Faculty are not additionally compensated for DL course development

Not existing: Most departments either require the request go through committee or a faculty member develops a course plan for the Chair

Departments could have templates to assist with last-minute faculty assignments

- Continuing Education has made significant efforts to grow their programs
- SSDL – looking at development of a First Year Experience program for DL students
- Many issues in Distance Learning still appear to come from expectations: student, faculty and institutional.
- DLC & SSDL could make a recommendation that a DL diagnostic be required prior to registering for DL classes. (Smarter Measure, internally developed, other)
- Discussion of DL designations/Provide more accurate information for advisors and counselors
- Proposal to clarify designations

Under Distance Learning:

- o ONL – Online (can require proctored exams: National standard)
- o HYB – Hybrid (falling in line with national reporting, any courses with some online component)
- o ITV – Instructional Television (minimal availability)

Supported by Academic Department

- o COR – Correspondence (PRN courses, others with no regular interaction)
- o IVC – Interactive Video Classroom (Health Sciences)