

Distance Learning Committee  
Friday, November 21, 2014  
HBC 214  
Meeting Minutes

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

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

- f. Not existing: Most departments either require the request go through committee or a faculty member develops a course plan for the Chair
  - g. Departments could have templates to assist with last-minute faculty assignments
- XI. Continuing Education has made significant efforts to grow their programs
- XII. SSDL – looking at development of a First Year Experience program for DL students
- XIII. Many issues in Distance Learning still appear to come from expectations: student, faculty and institutional.
- XIV. DLC & SSDL could make a recommendation that a DL diagnostic be required prior to registering for DL classes. (Smarter Measure, internally developed, other)
- XV. Discussion of DL designations/Provide more accurate information for advisors and counselors
- XVI. Proposal to clarify designations
  - a. Under Distance Learning:
    - ONL – Online (can require proctored exams: National standard)
    - HYB – Hybrid (falling in line with national reporting, any courses with some online component)
    - ITV – Instructional Television (minimal availability)
  - b. Supported by Academic Department
    - COR – Correspondence (PRN courses, others with no regular interaction)
    - IVC – Interactive Video Classroom (Health Sciences)