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)