



# DISTANCE LEARNING COMMITTEE

MINUTES for September 14, 2004

**Members Attending**

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair		Sarah Daum
		X	Michelle Grimes-Hillman		Sheryl Hullings		Tom McFarland
X	Kerry Stern, co-chair	X	Glenn Vice	X	Jill Wilkerson		

**Guests:** Carol Craig

ITEM	DISCUSSION/COMMENTS	OUTCOME
<b>Membership</b>	Michelle Grimes-Hillman was reappointed at the last Academic Senate meeting for a new term on the DLC. Kerry Stern reported that PAC stated the DLC may request adding the Webmaster to the ongoing membership on the end of the year evaluation.	Kerry noted that although the Webmaster is currently not a committee member, he may continue to attend the meetings.
<b>Academic Senate Update</b>	Michelle Grimes-Hillman reported that Resolution 04-07 lifted the Moratorium at the Academic Senate meeting on September 9. She stated that the IT Advisory Committee, a new operational committee, will begin meeting on November 2. Members include Eric Kaljumagi, Dwight Ayle, John Heneise, and Larry Redinger.	Information only.
<b>DL Course Amendment Form</b>	Terri Beam distributed the new DL course amendment forms. CIS 51, which was submitted on the new form and approved by representatives of the DLC on June 24, 2004, will next be submitted to the Educational Design Committee on September 28, 2004. Jill Wilkerson provided two samples of wording for disability statements on online courses that could be used to answer Question #8 on the form: "We strive to make our online courses accessible to everyone. If you find a feature/course inaccessible to you, please contact the instructor or DSPS at ext. 4290," or "We strive to make our online courses accessible to everyone. We specifically consider design features that make our courses accessible to individuals with disabilities, including those using assistive technology for computer access. If you find a feature/course inaccessible to you, please contact the instructor or DSPS at ext. 4290."	Kerry will contact Wayne Lutz regarding his five classes which were submitted prior to the Moratorium. Terri will attend the EDC meeting to answer questions that may arise from the new form.
<b>Certification for Online Teaching</b>	Discussion was held on the process and funding for the faculty verifiers for certification. It was determined that the selection process for online teachers will be monitored by the DLC.	Kerry will meet with John Nixon regarding the request for funding and report back to the DLC. Terri and Kerry will work on how to notify online teachers about the process and on a list of what needs to be accomplished.

**Recent Events**

Kerry said that the September 9<sup>th</sup> telephone conference, "Assessing Online Learning," was very good, and she will look for more programs by the presenting group. She noted the conference covered the topics of