



DISTANCE LEARNING COMMITTEE

MINUTES for December 13, 2005

Members Attending

X	Barry Andrews	X	Dwight Ayle	X	Terri Beam, co-chair	X	Sarah Daum
X	Deb Distante	X	Michelle Grimes-Hillman		Sheryl Hullings	X	Mary Johnson
X	Kerry Stern, co-chair	X	Jill Wilkerson		Mike Acosta, student		

Guests: Carol Craig, Paul Kittle

ITEM	DISCUSSION/COMMENTS	OUTCOME
DL Course Amendment Form	<p>The following course amendment forms were reviewed:</p> <p>PHIL 5 submitted by David Lane PHIL 8 submitted by David Lane CISD 31 submitted by Shui-lienHuang CISB 15 submitted by Anna Degtyareva</p> <p>Discussion followed on minor changes that could be made to the DL Course Amendment Form which would help clarify how to complete it more thoroughly and accurately.</p>	<p>Courses CISD 31 and CISB 15 were approved for submission to the Educational Design Committee pending minor revisions.</p> <p>Courses PHIL 5 and PHIL 8 were not approved for submission to the EDC. Terri Beam will contact the instructor regarding revisions.</p> <p>DLC will review the course amendment form at the next meeting.</p>
Certification (SPOT) Update	Certification workshops have been completed for Fall semester. Several workshops will be offered in the Spring semester.	Terri will compile a list of statistics regarding the numbers of faculty now certified and courses that have been approved.
Blackboard Update	Training dates will be scheduled for Spring 2006. Two sessions, "Celebrate Teaching on a New Blackboard," will be presented on Flex Day in LTC-261. Terri will present during Session 1, 10:30 – 11:15 a.m., and Deb Distante will present during Session 2, 11:30 a.m. – 12:15 p.m.	Information only.
Conference Update	Terri reported that there were 11 colleges represented at the Mt.SAC mini-conference on Certification for Online Teaching on Friday, December 2. She noted there was much interest, and she received offers to conduct presentations at three colleges.	Information only.
Other	<p>Matt Judd has requested that DL Course Amendment forms be submitted to the EDC in the new 16-week format.</p> <p>Terri asked about an increase in reassigned time for the Online Faculty Mentor position and about the idea of developing rationale for requesting a second 40% OLFM.</p>	<p>Terri will contact Matt regarding the courses that have already been submitted but are still waiting to be reviewed by the DLC.</p> <p>Issues relating to the OLFM position(s) will be discussed at the next meeting as well as addressed in the next Strategic Plan.</p>

Next Meeting: Tuesday, January 10, 12:30 – 2:00 p.m., LTC-261

Cc: Curriculum & Instruction Council