



DISTANCE LEARNING COMMITTEE

MINUTES FOR SEPTEMBER 25, 2007

Members Attending

X	Barry Andrews	X	Dwight Ayle		Terri Beam, co-chair	X	Meghan Chen
X	Deb Distante	X	Mary Johnson	X	Paul Kittle	X	Jim Smith
	Kerry Stern, co-chair		Dale Vickers	X	Jill Wilkerson		

Guests: Chris Garcia, Carol Webster

Item	Discussion/Comments	Outcome
Announcements	Jim Smith introduced Chris Garcia, a counseling intern from CSU Long Beach, who is working on a thesis about online counseling at community colleges.	Chris will be attending some of the DLC meetings.
DL Course Amendment Form	The following course amendment forms were reviewed: <ul style="list-style-type: none"> • SOC 2 submitted by William Smith • CISM 11 submitted by Barry Andrews 	SOC 2 was approved for submission to the Educational Design Committee pending minor revisions. Mary Johnson will contact the instructor regarding the changes. CISM 11 will be reviewed at the next DLC meeting after Barry makes a few changes.
Flex Day	Ideas for Flex Day topics were discussed: <ul style="list-style-type: none"> • New hybrid DL workshop being developed by Mary and Terri Beam • Benefits of hybrid • Why online – myths and realities • Student success in online format • Blackboard • STDY 85C 	DLC is interested in participating in Flex Day so Mary will pursue the time allotted for presentations and how many may be offered.
Blackboard Update	Mary is getting requests for help in setting up student evaluations and has appointments with two faculty members. Discussion followed on reviewing and promoting Blackboard basics. OLSC plans to build departmental resources for Bb.	Bb will be promoted through departmental workshops that focus on their special needs. DLC agreed that offering a Bb refresher/review class would be a good idea.
SPOT Update	Paul Kittle is currently integrating SPOT into Blackboard. Paul Hischar has volunteered to be the first faculty member to complete certification using Blackboard.	Jill Wilkerson volunteered to be the verifier.
Tutoring and Testing Update	Meghan Chen would like two separate focus groups – one for DL faculty to determine needs for academic and student services support and another for DL students to determine their needs or wants. For student input, a discussion	A focus group/lunch for DL faculty will be planned for a Thursday, 1:05 – 2:35 p.m. in LTC-261 (date to be determined). Meghan will ask RIE to help with a student survey.

Tutoring and Testing Update cont'd,	forum or survey was suggested. Meghan would like to use information extracted from these groups to determine guidelines for expanding Tutorial Services and the LAC.	
Future Meetings	Tuesdays, 1:05 – 2:35 p.m., LTC-261: October 9, 23; November 13, 27; December 11	

Cc: Curriculum & Instruction Council