



DISTANCE LEARNING COMMITTEE

MINUTES FOR MAY 11, 2010

Members Attending:

	Shanti Atashpoush	X	Terri Beam, co-chair	X	Meghan Chen, co-chair		Will Daland	X	Mike Dowdle
X	Tamra Horton	X	Mary Johnson	X	Paul Kittle	X	Charles McGruder	X	Rich Patterson
X	Carol Webster	X	Jill Wilkerson		Student (vacant)				

RECOMMENDATIONS

Recommendation	Rationale/Background
None.	

COURSE REVIEW

Course ID	Title	Submitted By	Action/Comments
None.			

MINUTES

Item	Discussion/Comments	Outcome
Review of Minutes	April 27, 2010.	Approved.
DL Course Amendment Form	Draft of the DL Course Amendment form was reviewed in depth. A cover sheet will be added so that when this Form moves to other approval steps the cover sheet will explain changes and to address courses approved prior to this new form.	Revised draft will be brought to the next meeting for additional review.
Bb Focus Group	Task group decided to focus questions for Bb users only. Participants will be asked to log in to a Bb Course called "Bb Focus Group" and answer a 16-question survey as well as provide feedback on their Bb usage in a Discussion Forum format.	Carol will send the invite to participate via e-mail to faculty using Blackboard. The Bb Focus Group course will be made available through the end of Spring semester. Results obtained by May 25 th will be shared at the next meeting.
Request to ITAC	The creation of a new tab in the Luminis portal dedicated to Bb information was discussed.	DLC asked Paul to request ITAC to recommend the creation of a separate Bb tab and IT to collaborate with Distance Learning on the tab's contents and usage.
Academic Senate Update	The Distance Learning Committee 2010 Update to AS has been posted on Group Studio.	Information only.
Transition to Authenticated Methods	A 3 rd notification for transitioning to authenticated methods for course delivery has been sent to DL faculty with a reminder of the 2010 Fall semester deadline.	Meghan will prepare a list of faculty who may be in need of follow up for authentication compliance for the Instruction Team.
Future Meetings	Tuesday, May 25 1:05 – 2:35 p.m., LTC-261	