

**D/DL Committee Meeting
Minutes – Sept 20, 2006**

1. Members of the committee for this year include: J. Babb, A. Bakman, J. Browne, K. Dudley, W. Elarton, D. Esparza, J. Gangle-Vasquez, R. Kimbers, L. Koritzke, D. Laogs, T. Meftagh, L. Moreno, T. Robinson, S. Silvera, J. Ratcliff, B. Vaden, and L. Delzeit, chair. Administrative oversight: Dr. Azarmsa.
2. Review of purpose / task of committee – Article 40 of the Contract, Title V
3. Meetings for this year – third Wed of each month – 3 pm with CCC Confer options for calling in and using the Internet to share items as needed – Location TBA
 - Wed. Oct 18
 - Wed. Nov 15
 - Wed. Dec 13 (second Wed due to finals and holidays)
 - Wed. Jan 17
 - Wed Feb 21
 - Wed. Mar 21
 - Wed. April 18
 - Wed May 16

Action = approved list of meetings dates with CCC Confer option.
4. Report from Curriculum Committee regarding recommendations for DE course approval and D/DL faculty approval
 - Action = discussion on the instructor approval process by the DDL committee and a pending instructor approval in Oct.**
 - Recommendation that all online instructors meet competency by end of Spring 2007 term so all flagged DE instructors are treated equally.**
5. Goals for this year were discussed with some options mentioned in the agenda.

Additional items brought forth by committee members:

 - Sick pay**
 - Load % for FT faculty**
 - Office hours – virtual vs campus**
 - Evaluation of online courses**
 - Copyrights**
 - Conversion from one CMS to another – compensation, time**
 - Criteria to approve other CMS**
 - Textbooks – cost, ordering, restraints on using outside vendor**
 - Student orientation for all accepted CMS**
6. Overview of Online Class enrollments
7. Calendar for Orientations and Support
 - Action: discussion and agreement with items in the calendar, with much positive response for the online student activities.**
8. Issues from the floor
9. Next meeting: Wed. Oct 18