

Distance and Distributed Learning Committee
Oct. 18, 2006 Meeting Minutes
Minutes done by Janice Gangel-Vasquez

1. **Attendance:** Shoushan Baklayan, Tayebah Meftagh, Joe Messinger, Lisa Moreno, Bobbi Kimble, Bill Elarton, Mauricio Zelaya, Linda Delzeit-McIntyre, Jing Babb, Janice Gangel-Vasquez in person and Brad Vaden and Leslee Koritzke via CCC Confer.
2. Minutes from Sept. 20, 2006 were approved with minor changes.
3. Chair's report
 - a. Proposed LATTTC purchase its own moodle server hosting contract. To this date, moodle server is owned by LACCD. We would get some upgrades if we had our own contract.
 - b. Reported that Reza Azarmsa is working on establishing stipends for hybrid courses. Actual steps to achieve the payment was much more involved than anticipated.
4. Report from Dr. Azarmsa
 - a. Reported mandate from VP Drummond and Dean Azarmsa: Prior to start of next round of classes, dept. chairs must have ability to get into all online courses to monitor attendance. Clarification: instructor attendance check is not for evaluation purposes but to establish that class is being held.
5. Old Business:
 - a. Distance Ed instructor approval process waiting for Academic Senate approval. Vote to be taken on Nov. 14 at regularly scheduled meeting. Agreement to seek AFT approval.
 - b. Proposed instructor evaluation form discussed. Agreement that approval process be 5 working days minimum to allow DDL
 - c. Agreement that all on-line instructors submit for application for approval 1 month prior to start of class.
 - d. Discussion re alternative instructor evaluation form draft. Email exchange to follow for approval of final form.
 - e. Chair Distributed goals prioritization sheet.
 - i. Members added goals not on the chart and then rated each one. Results given to Chair to tabulate. Results to be distributed via email.
 - ii. Discussion on Textbooks for online classes. Bobbie agreed to look up District 1) rules re purchase of textbooks from outside vendors and whether LATTTC Bookstore needs set percentage, and 2) Policy of EOPS re student reimbursements regarding textbook purchase.
 - iii. Discussion on podcasting: Reported response to pod casting trials very positive. Classes being recorded include: Chemistry 51, Fashion Design 125, Political Science 1, History 43, English 28, Physics 11 plus Staff Development and special events.
 - iv. Discussion on Sick Pay policy – needs special attention.
 - v. Discussion on office hours and the AFT contract. Bill reported AFT contract allows vertical office hours for on-line full-time instructors. Question: Must virtual office hours be specific time?

vi. Special circumstances: Need policy re faculty member taking over on-line course mid-term.

6. Items from the Floor: - None
7. Meeting adjourned at 4:15 pm
8. Next Meeting: Nov. 15, 2006 in A-114 at 3:00 pm