

Minutes Distance and Distributed Learning Committee
November 15, 2006
A-114 @ 3:00 p.m.

Minutes prepared by Janice Gangel-Vasquez

Attendance: Linda Delzeit, Janice Gangel-Vasquez, Joe Messinger, Jing Babb, Tayebah Meftagh, Lisa Moreno, Leslee Koritzke, Shoushan Baklayan,

Approval of minutes from October 18, 2006 meeting

Chair's Report: Linda

Old business:

- DE Course Approval and DE Instructor Approval processes- Academic Senate passed both. Next step is to take both to AFT for approval
- Reviewed Prioritization of DDL goals:
- Next month's agenda: Jan to present draft of sick pay policy

New business:

- Explanation of DDL pages on LATTC site.
Includes links for orientation dates for moodle, Etudes, and individual presentations;
Resources for students; Technical help
Discussion: Leslie suggested including policy on plagiarism
- Moodle operating system upgrade planned for December 27, 2006.
- District to continue paying for Moodle server rather than LATTC buying own server
- Presented draft "Evaluation Form for Instructor Certification" (regarding technology) and "DE Worksheet Demonstration Student learning Outcomes" (regarding pedagogy). To present these forms to Curriculum Committee as samples for establishing criteria for approving on-line classes. Recommend instructors seeking certification view these documents.
Agreement to send to Curriculum Committee as educational tools.
Agreement to attach samples from several disciplines.
Agreement to make these documents available to faculty as link to DDL site.

Discussion

- Bobbi reported CARE and Calworks students can be reimbursed from county (between student and county).
On-line bookstore or on-line ordering: Initiated discussion with Galen. To follow up.

Dean's Report: Linda for Dr. Azarmsa

Need statement regarding instructor attendance check process for department chairs and deans.
Proposed email discussion re wording.

Items from the floor: None

Meeting adjourned: 4:20 p.m.

Next meeting: Wednesday, December 13, 2006 @ 3:00 p.m.