

Distance and Distributed Learning Committee
Minutes from Feb. 21, 2007
A-114 at 3:00 pm

1. Attendance: J. Babb, A. Bakman, J. Messinger, B. Vaden, L. Koritzke, L. Moreno, J. Gangel-Vasquez, L. Delzeit
2. Approval of the minutes from Dec. 13, 2006
3. Approval of the minutes from Jan. 17, 2007
4. Chair's report
 - a. Moodle Issues – upgrade to 1.7 postponed due to instability; requesting auto account generation from the district; auto account confirmation issues with aol and sbcglobal.net – recommend gmail (Google mail) for students
 - b. Moodle training this spring semester - Feb 28 , Mar 14, Mar 21, Apr 11, Apr 25, May 9, May 23 scheduled from 3-5 and 5:30-7:30 pm
 - c. Podcast project update – meeting with ASO, Installation CD update
5. Old Business:
 - a. Prioritization of Goals –Updates noted as score card of progress
 - b. Block Grant Update from Bobbie Kimble – see web site for updates
 - c. Draft of sick pay – Jan - tabled
 - d. Request to approve Gary Szymanski as DE instructor in Art – **approved**
 - i. **Evaluation form should have rating of 1-5 instead of Pass/Fail**
6. New Business
 - a. Survey on Academic Support Services and use by Online students
 - b. Adding Online Students using mailform – new process
 - c. Discussion regarding hybrid class obstacles and that hybrid classes are more difficult to teach than purely online classes. Difficulties identified:
 - i. Lack of technology experience by students
 - ii. Lack of preparation by students to use the technology – both skills and access
 - iii. No technology in the classrooms when meeting students
 - iv. Online students self-select but hybrid students not aware of requirements
 - d. Request for special workshops for hybrid class development and opportunity for instructors of hybrid classes to share best practices and developments
 - e. Request for room scheduling to give priority to hybrid classes due to critical need for such to be used to train and retain enrolled students.
7. Items from the Floor
8. Next Meeting: March 21, 2007 in A-114 at 3:00 pm