

**Distance and Distributed Learning Committee
Minutes from March 21, 2007**

1. Attendance

- a. Present: J. Babb, D. Wood, T. Meftagh, B. Kimble, S. Baklayan, A. Bakman, J. Gangel-Vasquez, J. Messinger, B. Vaden, L. Delzeit, W. Elarton, L. Koritzke.
 - b. Excused Absence: L. Moreno, D. Esparza.
 - c. Absent: R. Azarmsa, K. Dudley (or alternative from MIS), S. Silvera
 - d. Excluded due to lack of participation: J. Browne, D. Lagos, J. Ratcliff.
2. Approval of the minutes from Feb. 21, 2007 - **Approved**
3. Chair's report
- a. Moodle Issues
 - i. Form for students to complete when logins fail – on Moodle login error page.
 - ii. Security issues raised which led to extra push for auto account generation
 - Discussed including more safety information in the next Online Student Guide.
 - b. Moodle training this spring semester - Feb 28 , Mar 14, Mar 21, Apr 11, Apr 25, May 9, May 23 – approximately 35 signed up for training
 - c. Podcast project update – 50 licenses; installations into classrooms; wireless mics
 - d. Substantive Change being filed in April
4. Report from Dr. Azarmsa - none
5. Old Business:
- a. Prioritization of Goals –Updates noted as score card of progress
 - b. Block Grant Update from Bobbie Kimble – applications due today!
 - c. Draft of sick pay – Jan – Examination of new policy from District – Approved and adopted for our own.
 - d. Adding Online Students using mailform – updated – can only add before class begins.
6. DE Instructor Approvals – due by next meeting on April 18
- a. Delaine Certo – Child Development 3
 - b. Robert Nickles - CAOT 84 – Microsoft Word(F07_7962)
7. New Business
- a. Proposed Policy on Percentage Load Teaching Online Classes – slight word changes made and approved. Final policy to be voted by the Academic Senate in April.
 - b. Policy on Approval of DE classes that do not use Moodle
 - i. Examined the form proposed at the meeting.
 - ii. A few changes were made and the form was approved.
 - c. Discussion on classes with less than 50% online – Jan moderated
 - i. Policy drafted and approved with two abstentions.
 - ii. Policy reads: Any course with hours scheduled as TBA Online needs to be taught by a DE approved instructor and taught in a DDL approved course management system.
8. Items from the Floor

- a. Booking rooms - Scheduling hybrid classes in a room with both overhead projector and Internet access. Ideally, a room with a computer provided but at a minimum, a room where an instructor is capable of using his/her own laptop with projector and Internet access at every meeting.
 - b. Need to provide student on campus resources – topic to be added to next agenda – Open Access Labs
 - c. Need to place list of DE approved instructors on the web along with list of committee members and all of the committee minutes and policies and resources.
9. Next Meeting: April 18, 2007 in A-114 at 3:00 pm