

**Distance and Distributed Learning Committee  
Minutes from April 18, 2007**

1. Attendance
  - a. Present: J. Babb, S. Baklayan, L. Delzeit, K. Dudley, W. Elarton, D. Esparza, T. Meftagh, J. Messinger, L. Moreno, B. Vaden.
  - b. Absent with advance notification: A. Bakman, J. Gangel-Vasquez, R. Kimble, L. Koritzke.
  - c. Absent without notification or replacement: G. Maina, S. Silvera, R. Azarmsa
2. Chair's report
  - a. Podcast project update – 20 installations into classrooms
  - b. Possible new eLearning System to be available to us to use in combination with Moodle. Elearning system demonstrated.
  - c. Academic Senate approved our resolution on percentage teaching load
3. Report from Dr. Azarmsa - none
4. Old Business:
  - a. Prioritization of Goals –Updates noted as score card of progress
  - b. Policy on Approval of DE classes that do not use Moodle – additional revisions made.
5. DE Instructor Approvals – Vote to take place at this meeting
  - a. Delaine Certo – Child Development 3 – approved
  - b. Robert Nickles - CAOT 84 – not approved. Absence of student-to-student interaction needs to be included and then it will be approved. Specific suggestions will be given to instructor.
6. New Business
  - a. Set procedures for summer communications. Timeline Established and will be communicated to faculty:
    - i. If teaching a summer class – login id/password distributed to DDL via email by May 9. Classes to be discussed at May 16 meeting.
    - ii. Classes being taught in Fall – login id/password distributed to DDL via email by June 1. Classes to be discussed at June 13 meeting.
    - iii. June 13 meeting set for 3 pm. Will secure a room.
    - iv. If necessary, DDL will meet in July but not in August.
  - b. Need to provide student on campus resources - Tabled
  - c. Booking rooms - Tabled
7. Items from the Floor
8. Next Meeting: May 16, 2007 in A-114 at 3:00 pm