

**Distance and Distributed Learning Committee
Minutes from May 16, 2007**

1. Attendance: R. Azarmsa, J. Babb, A. Bakman, S. Baklayan, L. Delzeit, W. Elarton, J. Gangel-Vasquez, L. Koritzke, J. Messinger, L. Moreno, B. Vaden.
 - a. Excused: R. Kimble, T. Meftagh
 - b. No response – G. Maina (no response and no attendance for several months)
2. Minutes Approved from April 18, 2007
3. Chair's report
 - a. Podcast project update – microphones arrived and training has started
 - b. New KZO eLearning system considered for first LIVE distance education class – Chem Tech.
 - c. Moodle student upload accounts to being June 1, 2007.
4. Report from Dr. Azarmsa – L. Delzeit will become D-Basis 100% release on July 1 and will have new office.
5. Old Business:
6. DE Instructor Approvals – Vote to take place at this meeting
 - a. Robert Nickles – CAOT 84 DE Approval – second attempt – APPROVED with suggestion for additional student to student forums.
 - i. <http://moodle.lattc.edu/course/view.php?id=193>
 - b. Mara Bentley's Psych 41 – APPROVED with recommendation to fix formatting, dates, reduce colors, include LATTTC links, and move resources into units.
 - i. URL: <http://moodle.lattc.edu/course/view.php?id=225>
 - ii. Note: publisher is converting all textbook tests from Blackboard to Moodle for her but they are not yet done. She has done a single demo quiz which is located at the bottom of the class units.
 - c. Bob Lindquist's Real Estate 1 – Removed from agenda – No approval
 - i. <http://moodle.lattc.edu/course/view.php?id=322>
 - d. Shoushan Baklayan: CAOT 85 - APPROVED
 - i. <http://moodle.lattc.edu/course/view.php?id=46>
7. Request to Use Alternative CMS
 - a. Louis Rivera – Red Cross Blended Learning – Health 46 and 47 – Hybrid classes – 50% of class is skills in person - APPROVED
 - b. Miguel Moreno – Publisher web site – Astronomy 1 and 5 – APPROVED pending development of discussions in Moodle
8. New Business
 - a. Recommended Resolution:
 - i. Classes which depend upon technology should be assured that the technology will be there for each class. This should be done prior to the class being scheduled.
 - ii. Open labs and online student support services need to be available weekends and evenings. This includes course specific software as well as general computing resources.
 - b. New Title V regulations need to be distributed to DDL committee members
9. Items from the Floor
10. Next Meeting: June 13, 2007 in A-114 at 3:00 pm