

**Distance and Distributed Learning Committee
Minutes from October 17, 2007**

1. Called to order at 3:06 pm
2. Attendance: S. Baklayan, J. Gangel-Vasquez, J. Messinger, L. Delzeit, T. Meftagh, P. Reed, B. Vaden, A. Bakman.
3. Approval of the Agenda - approved
4. Approval of the Minutes from June 28, 2007 - approved
5. Chair's Report
 - a. Update on Moodle – Winter Web Pages & Shells completed – upload issues – Shells need to be “available to students” to have the student information import to the class. Otherwise, it only imports to the server.
 - b. Update on Student Email / Google Academic Institute Project
 - i. 22,567 accounts now created with updates once a week
 - ii. Each term a full upload of students registered in classes will be done
 - iii. Documentation now on web and links on web site
 - c. Dates for 2007-8 – handout distributed
 - d. New Title V regulations for Distance Education and Independent Study – handout distributed
 - e. District begins search to define future student portal and ePortfolio
6. Report from Dr. Azarmsa - absent
7. Old Business
 - a. Procedure for handling emergency switch of instructors for online classes – discussion concluded with a consensus that:
 - i. In the event the replacing instructor was a substitute (perhaps long-term sub) then the content could be used by the substitute instructor. However, upon completion of the class, the content would be the instructor's and no further use would be assumed but would require written permission by the originator of the content.
 - ii. If the instructor gave permission for the emergency replacement to use content developed by the original instructor, at the conclusion of the original class, no further use would be allowed without the creator's written permission.
8. DE Instructor Approvals – None for this meeting
9. Request to Use Alternative CMS – None for this meeting
10. New Business
 - a. Set goals for 2007-8 – New goals were written down and placed into Google Docs where everyone could go in and contribute to them.
 - b. Proctor Approval Anna Bakman
- Approved as model for others to modify and use
 - c. Absentee Policy for Online Instructors Requested by VP
Noted this work needs to be done and will draft for next meeting
 - d. Online Writing Center Services Christina Anketell
 - i. Discussed how the classes could use this.
 - ii. Example: one-hour writing assignment at end of on campus classes.
 - iii. Might need to increase file size in Google Docs to accompany class needs.
 - e. Learning Skills Workshops for Moodle & Google Apps Christina Anketell
 - i. Noted: each member of the committee wanted a Gmail account in the new system.
 - ii. Noted: committee wanted training to use the accounts, calendar, docs
 - f. Emerging Technologies Update Linda Delzeit & Patrick Reed
 - i. KZO eLearning system
 - ii. Podcast-in-a-Box and Webcast-in-a-Box
 - iii. Symposium
 - iv. Direction of industry – two handouts distributed to show direction and training needs
11. Items from the Floor - none
12. Next Meeting: Nov. 21 at 3 pm in A-114