

# Distance Learning Executive Committee Meeting

## August 18, 2008



1. Commendations
  - a. First Ph.D. graduates of TC&R program
  - b. Launching of B.S. in Multidisciplinary Studies – Cohort I w/27 students
  - c. Groundbreaking – Fredericksburg Teaching Building
  - d. E. Williamson County Higher Education Program
  - e. El Paso – 2<sup>nd</sup> Cohort of 2+2 Architecture Students and New Facility
  - f. \$1M for Graduate Certificate Programs in Wind Energy
2. Information Items
  - a. Update on status of proposal for new college—integration of ODE and DOCS (Baker, Hickerson, Smith)
  - b. Role and function of DLEC (Baker)
    - i. Program reviews
    - ii. Strategic program planning for DL/OCS
    - iii. Role in review/approval process for new DL/OCS programs
    - iv. Possible standing committees
    - v. Other
  - c. DOCS update (Hickerson)
    - i. Collin County Invitation – Ph.D. – Ed Leadership and Engineering Systems
    - ii. Educational Service Center 11 (Ft. Worth) – Interest in Ph.D. in Educational Leadership
    - iii. Educational Service Center 18 (Midland/Odessa) – Educational Leadership
  - d. DL Revenue Model (Baker, Hickerson)
  - e. Report on DEAC meeting (Smith)
  - f. Proposed changes to deadlines for IVC scheduling (Baker)
  - g. Report from Online Distance Learning Online Support and Services Committee (Austin)
  - h. Lecture/Capture Technology Purchase (Austin)
    - i. TLTC Update (Laverie)
    - j. IT updates (Segran)
  - k. Enrollment growth task force update and RFPs
3. Action Items
  - a. Approval of minutes of May 19, 2008 (haven't been able to locate minutes)
  - b. Scheduling of meetings



Smith

## Provost Council

### Minutes

July 21, 2008

The Provost Council met Monday, July 21, 2008, at 1:30 p.m. in AD104. Present were: Baker, Bell, Cooksey, Curl (for Dyal), Eibeck, Hall, Hartmeister, Henry (for Edwards), Hoover, Hudson, Lutherer, McInnes, Nagy, Ramos (for Huffman), Shonrock, D. Smith, R. Smith, W. Smith (for Santos), Vernooy, Wilson, Winer, Young (for Anderson), and Marcy presiding.

1. The minutes of the May 19<sup>th</sup> meeting were approved as written.
2. *Campaign Update*

Kelly Overlay distributed a confidential draft copy of a Campaign Plan and Statement. This campaign is scheduled to end August 2013. Overlay said the campaign is currently in a silent stage, which means they will not go public until they have 60% of the funding raised. The campaign is currently at \$297 million or 1/3 of the way to the total. Scott Cooksey and Kelly Overlay plan to meet with all deans and their development officers to re-visit goals and priorities. Any questions regarding the campaign should be directed to Kelly Overlay or Scott Cooksey.

3. *Strategic Planning for '08-'09*

On June 30<sup>th</sup>, following Gil Reeve's departure, Dr. Paton assumed strategic planning responsibilities, which currently report to the President's Office. Dr. Paton assured the council that everything is on track and that all reports being submitted are being read.

Paton requested that all deans monitor the progress on program-level assessment. Every major submitted student learning outcomes assessment plans to the President in December 2005. Since that date, annual documentation of student learning outcomes, assessment activities, findings and use for improvement should have been kept at the program-level. Paton also said this evidence will be required for Tech's Fifth-Year report to SACS-COC due in March 2011.

Paton announced that Rob Stewart agreed to be the interim chair of the strategic planning council while Tommy Barker is out of the country.

Paton introduced the Office of Planning and Assessment staff: Andrea McCourt, Jennifer Hughes, Sam Oswald, and Lisa James. This office was created to facilitate Institutional Effectiveness functions.

4. *Assessment of software to support:*

- a) course and program level learning outcomes - Austin/Oswald
- b) institutional strategic planning - Austin/Oswald

Oswald and Austin went through a brief power point presentation regarding different solutions on how to deal with documenting assessment. The Assessment Software, TracDat, is the only one on the market that is developed for both academic and strategic planning.

The second portion of this presentation discussed Digital Measures: Faculty Credential Tracking. This software is database oriented and can provide more accurate information as well as various types of reports on faculty.

A copy of this presentation was sent electronically to Provost Council members, if further information is needed please contact the Office of Planning and Assessment.

5. *Voluntary System of Accountability*

Vickie West distributed copies of a guide to the data elements contained in the College Portrait reporting template, which was generated by the Voluntary System of Accountability. This information is very standardized in content. Vickie asked for input regarding what should be included in 'the text box description' at the top of page 5, which can be anything students or parents need to know, or it can be marketing or accountability information. For more information on this subject please contact Vickie West.

6. *QEP Strive for Honor*

Dr. Marks distributed a handout regarding two future QEP events. The first event will bring David Callahan, author of *The Cheating Culture*, to Tech for a President's Lecture & Performance Series on September 8<sup>th</sup> at 3:30 in the Allen Theatre. Attendance is encouraged for all Tech students, faculty and staff. The University Convocation, on September

9<sup>th</sup>, will have Melora Sundt as a guest speaker. This will take place at 5:00 pm at the USA.

Dr. Duran is currently the QEP's chair for the academic integrity task force committee. Her group has done a lot of work over the summer on the content creation process for academic integrity. Student Affairs has done quite a bit of integrity type content in the past, but this also needs to be included in all academic areas, including the classroom. Duran said something had to be done regarding a statement so people would know what academic integrity is. Folders were distributed with this information included. The statement is being placed all over the campus, at new student orientation and even at red raider camp. Duran asked the deans to encourage their faculty to talk about academic integrity with their students so it's out there. They are also compiling various types of faculty resources which will also be given out at the new faculty orientation.

#### 7. *Collegiate Learning Assessment*

Dr. Paton explained the Voluntary System of Accountability (VSA) requires institutions to have one of three standardized exams, the CLA, CAAP and MAPP, taken by students/participants. An alternative to the CLA is the CAAP and MAPP. The CLA does not cover science, math, and, grammar. Paton asked, if Tech ends up with a below expected performance in the CLA what will happen? Good assessment practices will be discussed in the fall and selecting an additional assessment instrument, that is nationally known, should aid us in this area. In order to have better data in the accountability area, we need to look at more data sources over a period of time, and those that have greater differentiation than the CLA. Because this subject is so political we have to take a look at these three instruments. At this point in time CAAP is the exam that faculty assessed and they feel would be best for TTU. We will continue looking at it, and if it is cost effective. We are looking at the possibility of utilizing several instruments to comprehensively report student performance.

#### 8. *SACS-COC 3<sup>rd</sup> monitoring report*

The 3<sup>rd</sup> monitoring report will be submitted to the Special Committee prior to the end of August. Paton and Marcy have had a conversation with the chair of the special visiting committee, which will be here September 23-25. Everything appears to be in good shape and close to completion.

9. *Core Curriculum team initiatives '08-'09*

This group is expected to meet on August 15<sup>th</sup> and will provide final edits to the Third Monitoring Report.

10. *Other business*

- a) Recently Dr. Marcy attended an Accountability sub-committee meeting in Austin. The person who chairs the Emerging Research Institutions committee is Neal Armstrong, Vice Provost at the University of Texas. Marcy and Armstrong previously worked together on methodologies and the report this group produced ended up being the one the Coordinating Board considered exemplary. Now the THECB would like for this accountability group to begin working in the area of success and retention. They will also use a cross impact analysis while looking at the issue of what defines Texans at the university, which is inconsistent in meaning.
- b) Dr. Marcy also attended a meeting with ACT representatives who have conducted research on retention and success for five universities in Texas. Texas Tech previously provided ACT with course specific grades for students that took the ACT while here, in which they developed a number of models and projections that are compared across the five peer institutions. Marcy said if you use the student data collected you can set a benchmark that indicates if a student makes an ACT score of 'X' or better they have a 50% chance of making an A or B in that course, which is based on samples taken from over 2500 students at Tech. One suggested use for the data was to decide who should or should not take a placement exam. For example, if a student made a 32 on the ACT they probably don't need to take a math placement exam. A CD, and some reports with this data, were given to Liz Hall.
- c) New Faculty orientation is not optional. All new tenure or tenure track faculty are expected to attend this event, which is scheduled for Thursday, August 21<sup>st</sup>.

Distance Learning Executive Committee  
August 18, 2008

**Attendees:**

Kathy Austin  
Matt Baker  
Ralph Ferguson (in place of Fred Hartmeister)  
Sherry Herzog  
Bob Hickerson  
Lynn Huffman  
Jon Hufford  
Cynthia McKenney  
James Morris  
Michele Moskos  
Carla Myers  
Valerie Paton  
Sam Segan  
Doug Simpson (new Associate Dean, replacing Joe Claudet)  
Rosslyn Smith  
Vicki West  
Jeff Woldstad

**Absent**

Stephanie Anderson  
Fred Hartmeister  
Rob Stewart

Members:

DEC

- Anderson, Steph (declined)
- ✓ Austin, Kathy
- ✓ Baker, Matt
- ✓ Hartmeister, Fred (can't attend)
- ✓ Hickerson, Bob
- ✓ Huffman, Lynn ~~maybe~~
- ✓ Hufford, Jon
- ✓ Moskos, Michele
- ✓ Myers, Carla
- ✓ Paton, Valerie
- ✓ Segrán, Sam
- ✓ Simpson, Doug
- ✓ Smith, Rosslyn
- Stewart, Rob (declined)
- ✓ West, Vicki
- ✓ Woldstad, Jeff

steph.anderson@ttu.edu  
kathy.austin@ttu.edu  
matt.baker@ttu.edu  
FRED.HARTMEISTER@ttu.edu  
BOB.HICKERSON@ttu.edu  
lynn.huffman@ttu.edu  
jon.hufford@ttu.edu  
michele.moskos@ttu.edu  
carla.myers@ttuhsc.edu  
valerie.paton@ttu.edu  
SAM.SEGRAN@ttu.edu  
doug.simpson@ttu.edu  
ROSSLYN.SMITH@ttu.edu  
ROB.STEWART@ttu.edu  
vicki.west@ttu.edu  
jeff.woldstad@ttu.edu

- Dr Ralph Ferguson (in place)

- James Morris  
- Sherry Herzog

## A TTU Example

DRAFT - PLEASE DO NOT CIRCULATE



**TEXAS TECH UNIVERSITY  
FISCAL YEAR 2008-2009**

<b>TUITION</b>		<b>Undergraduate</b>		<b>Graduate**</b>		<b>Law School***</b>	
		(Per SCH)	(30 SCH)	(Per SCH)	(24 SCH)	(Per SCH)	(30 SCH)
<b>RESIDENT</b>							
Tuition Fees = \$50		\$143.67	\$4,310.10	\$193.67	\$4,648.08	\$388.67	\$11,660.10
Mandatory Fees*			\$2,473.00		\$2,206.00		\$2,758.00
Total Tuition and Fees			<u>\$6,783.10</u>		<u>\$6,854.08</u>		<u>\$14,418.10</u>
<b>NON-RESIDENT</b>							
Tuition Fees = \$331		\$424.67	\$12,740.10	\$474.67	\$11,392.08	\$639.67	\$19,190.10
Mandatory Fees*			<u>\$2,473.00</u>		<u>\$2,206.00</u>		<u>\$2,758.00</u>
Total Tuition and Fees			<u>\$15,213.10</u>		<u>\$13,598.08</u>		<u>\$21,948.10</u>

**Institutional (Designated) Tuition Fee**

**NOTE:**

\$93.67 per credit hour (Added in the calculation of regular Tuition Fee.)

\* Mandatory Fees do not include Course Fees of estimated \$300 per academic year.

\*\* Graduate Tuition include \$50 additional tuition charged for all graduate students.

\*\*\* Law School Tuition include Law Designated Tuition of \$55 and additional tuition for all Law Students \$160.

<b>MANDATORY AND OTHER FEES</b>		<b>UNDERGRAD</b>		<b>LAW</b>		<b>GRADUATE</b>		<b>SEMESTER</b>	
		(Per SCH)	(PER 30 SCH)	(Per SCH)	(PER 30 SCH)	(Per SCH)	(PER 24 SCH)	(Per SCH)	(PER 15 SCH)
<i>(Fees are the same for both Resident and Non-Resident)</i>									
Library Fees	\$14.00	per credit hour		\$420.00	\$420.00	\$336.00		\$210.00	
Medical Services Fees	\$75.00	per semester		\$150.00	\$150.00	\$150.00		\$75.00	
Student Union Fees	\$98.00	per semester		\$196.00	\$196.00	\$196.00		\$98.00	
Student Services Fees	\$11.50	per credit hour (max. \$138/Term)		\$276.00	\$276.00	\$276.00		\$138.00	
Information Technology Fees	\$20.50	per credit hour		\$615.00	\$615.00	\$492.00		\$307.50	
Identification Card Fees	\$5.00	per semester		\$10.00	\$10.00	\$10.00		\$5.00	
International Education Fees	\$4.00	per semester		\$8.00	\$8.00	\$8.00		\$4.00	
Student Recreation Fee	\$65.00	per semester		\$130.00	\$130.00	\$130.00		\$65.00	
Cultural Activity Fee	\$1.00	per credit hour		\$30.00	\$30.00	\$24.00		\$15.00	
Student Athletic Fee	\$52.00	per semester		\$104.00	\$104.00	\$84.00		\$52.00	
Student Transportation Fee	\$3.50	per credit hour		\$84.00	\$84.00	\$84.00		\$42.00	
Student Business Services Fee	\$9.00	per credit hour		\$270.00	\$270.00	\$216.00		\$135.00	
Energy Fee	\$90.00	per semester		\$180.00	\$180.00	\$180.00		\$90.00	
Law Advising Fee	\$7.00	per credit hour				\$210.00			
Law Student Adv. And Comp. Fee	\$2.50	per credit hour				\$75.00			
<b>Total Fees per Academic Year</b>				<b>\$2,473.00</b>	<b>\$2,758.00</b>	<b>\$2,206.00</b>		<b>\$1,236.50</b>	

**NOTE: Beginning Fall 2001, the following fees are excluded from the calculation of total fees:**

Laboratory Fees (\$ 2.00 per credit hour)	\$30.00	Maximum per course per semester
Course Fees (min. \$3.00 per hour per course)	\$45.00	Maximum per hour per course
General Property Deposit	\$10.00	one time only.
International Student Fee (\$50 per semester)	\$50.00	per semester (Fall or Spring)

**Graduate Additional Tuition Charges: (Charges in addition to the regular tuition)**

All Colleges (except Law School)	\$50.00
Law School	\$160.00

<b>ROOM &amp; BOARD</b>		<b>FY 2008-09</b>
Room (Mid-Range with AC)		\$3,980.00
Board (Diamond Meal Plan)		\$3,330.00
<b>Estimated Total</b>		<b><u>\$7,310.00</u></b>

Formula Funding Codes and Rates for FYs 2008-2009  
(Weight = \$59.02)

Formula Code		Formulas					Formulas * Weight (\$59.02)				
		Lower Division	Upper Division	Masters	Doctoral	Sp Prof	Lower Division	Upper Division	Masters	Doctoral	Sp Prof
01	Liberal Arts	1.00	1.77	4.01	9.94		59.02	104.47	236.67	586.66	
02	Science	1.67	2.93	7.29	20.05		98.56	172.93	430.26	1183.35	
03	Fine Arts	1.50	2.51	5.65	9.78		88.53	148.14	333.46	577.22	
04	Teacher Ed	1.33	1.79	2.68	7.70		78.50	105.65	158.17	454.45	
05	Agriculture	2.02	2.66	7.13	11.97		119.22	156.99	420.81	706.47	
06	Engineering	2.46	3.51	7.39	17.05		145.19	207.16	436.16	1006.29	
07	Home Economics	1.17	1.83	3.21	7.10		69.05	108.01	189.45	419.04	
08	Law					3.55					209.52
09	Social Services	1.89	2.09	3.76	12.21		111.55	123.35	221.92	720.63	
10	Library Science	1.14	1.21	3.03	7.68		67.28	71.41	178.83	453.27	
12	Vocational Training	1.90	2.37				112.14	139.88			
13	Physical Training	1.29	1.49				76.14	87.94			
14	Health Services	1.70	2.44	4.15	9.92		100.33	144.01	244.93	585.48	
15	Pharmacy	1.76	3.85	14.90	25.27	5.13	103.88	227.23	879.40	1491.44	302.77
16	Business Admin	1.18	1.68	3.70	19.08		69.64	99.15	218.37	1126.10	
17	Optometry			5.46	19.12	7.00			322.25	1128.46	413.14
18	Teacher Ed Practice	1.31	1.99				77.32	117.45			
19	Technology	1.85	2.42	5.08			109.19	142.83	299.82		
20	Nursing	2.73	3.24	5.36	11.79		161.12	191.22	316.35	695.85	
21	Developmental Ed	1.00					59.02				
	Vet Medicine										840.44
99	Not State Funded					14.24					

**Example**  
**Doctoral Course in Agricultural Education**  
**10 Texas Residents Enrolled in a 3-hour Course**

**Revenue**

Special Course Fee (Established by Department based upon Market Demand) - \$390/course

Mandatory University Fees (Library, IT, et al) - \$123/student

Graduate Tuition (State and Designated Tuition) - \$193.67/SCH

Total Revenue for 10 Students - \$10,940.10

**Proposed Revenue Distribution**

Department

Special Course Fees - \$3900

65% of Total Graduate Tuition - \$3776.57

Subtotal - \$7676.57

University

10% of Total Graduate Tuition - \$581.02

Mandatory Fees - \$1230

Formula Funding - \$TBD

CODE (Centralization of Marketing, Student Services, Student Financial Affairs, Quality Assurance, et al)

25% of Total Graduate Tuition - \$1452.53

Course Information for Fall Semester					
			Delivery Mode:		
	# of students	Mandatory Univ. Fees	DL Fee	Fee Income	
Special Course Fees	10		\$ 390.00	\$ 3,900.00	
Mandatory University Fees	10	\$ 123.00		\$ 1,230.00	
	# of students		# of SCH	Tuition Rate Per Hour	Tuition Income
Undergraduate Resident Students	0		0	\$ 143.67	\$ -
Graduate Resident Students	10		3	\$ 193.67	\$ 5,810.10
Tuition Income					\$ 5,810.10
			Delivery Mode:		
	# of students		DL Fee	Fee Income	
Distributed Learning Fee Income				\$ -	
Mandatory University Fees				\$ -	
	# of students		# of SCH	Tuition Rate Per Hour	Tuition Income
Undergraduate Resident Students				\$ 160.92	\$ -
Graduate Resident Students				\$ 193.67	\$ -
Tuition Income					\$ -

# Distributed Learning Funding Model Proposal for Participation - FY2009

**IMPORTANT:** Only insert school or college in pink box to the left. DO NOT enter text or amounts into this "Income & Costs" worksheet. Enter text and amounts into the Fall Course Info, Spring Course Info, and Summer Course Info worksheets accessible from the tabs below. All information entered on those worksheets will automatically transfer to this "Income and Costs" worksheet.

## Estimated Income

	Fall 2008			Spring 2009			Summer 2009		
	Mandatory Fees	Special Course Fee	Tuition Income	Mandatory Fees	Fee Income	Tuition Income	Mandatory Fees	Fee Income	Tuition Income
1st Course	\$ 1,230.00	\$ 3,900.00	\$ 5,810.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2nd Course	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3rd Course	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4th Course	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5th Course	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6th Course	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7th Course	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8th Course	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9th Course	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10th Course	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Income Per Semester</b>	<b>\$ 1,230.00</b>	<b>\$ 3,900.00</b>	<b>\$ 5,810.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Income Per Semester</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,940.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Administrative Costs

	Fall 2008	Spring 2009	Summer 2009
ODE (25% of tuition generated)	\$ 1,452.53	\$ -	\$ -
TTU Mandatory Fees	\$ 1,230.00	\$ -	\$ -
TTU Administration Support (10% of tuition generated)	\$ 581.01	\$ -	\$ -
<b>Total Direct Costs</b>	<b>\$ 3,263.54</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Projected Income Over Costs</b>	<b>\$ 7,676.57</b>	<b>\$ -</b>	<b>\$ -</b>

## **FORMER SCHEDULE**

### **IVC Course Scheduling Calendar 2008-2009**

#### **Fall 2008 Courses**

January 31	Special Instruction Fee requests due to Provost's Office
February 15	TechSIS course/section entry deadline
March 14	TTUnet End-site Approval Requests" due to TTUnet
April 1	"TTUnet ITV Class Request" filed with all end-sites

#### **Spring 2009 Courses**

September 15	"TTUnet End-site Approval Requests" due to TTUnet
October 2	TechSIS course/section entry deadline Section-based fee request deadline (Special Instruction, Off-campus Travel, Lab, Field Trip)
October 16	"TTUnet ITV Class Request" filed with all end-sites

#### **Summer I and Summer II 2009 Courses**

January 15	"TTUnet End-site Approval Requests" due to TTUnet
January 30	Section-based fee request deadline (Special Instruction, Off-campus Travel, Lab, Field Trip)
February 16	TechSIS course/section entry deadline
March 2	"TTUnet ITV Class Request" filed with all end-sites

## **REVISED SCHEDULE**

### **IVC Course Scheduling Calendar 2008-2009**

#### **Fall 2008 Courses**

May 1	"TTUnet End-site Approval Requests" due to TTUnet
June 1	"TTUnet ITV Class Request" filed with all end-sites

#### **Spring 2009 Courses**

October 1	"TTUnet End-site Approval Requests" due to TTUnet
November 1	"TTUnet ITV Class Request" filed with all end-sites

#### **Summer I and Summer II 2009 Courses**

March 1	"TTUnet End-site Approval Requests" due to TTUnet
April 1	"TTUnet ITV Class Request" filed with all end-sites

**Distance Learning Executive Council (DLEC)**  
**Provost Conference Room**  
**August 18, 2008**  
**Minutes**

**Attendees:** Kathy Austin, Matt Baker, Bob Hickerson, Lynn Huffman, Jon Hufford, James Morris, Michele Moskos, Carla Myers, Valerie Paton, Sam Segran, Doug Simpson, Rosslyn Smith, Vicki West, and Jeff Woldstad

**Guests:** Ralph Ferguson, Sherry Herzog, James Morris

**Absent:** Stephanie Anderson, Fred Hartmeister, Debbie Laverie, and Rob Stewart

**Minutes:** Dr. Matt Baker mentioned to the group that we haven't been able to locate the minutes from May 19, 2008. Kathy Austin volunteered to put together the minutes from her meeting notes.

Dr. Matt Baker welcomed everyone to the DLEC and all the members introduced themselves. He then went over the following agenda items.

**1. Commendations**

- a. First Ph.D. graduates of TC&R program will be on Saturday, August 23.
- b. Launching of B.S. in Multidisciplinary Studies – Cohort I w/27 students – James Morris reported on the launching of B.S. in multi-disciplinary studies. Anticipated growth to 100 students next several years.
- c. Groundbreaking – Fredericksburg Teaching Program - Dr. Baker attending, along with an anticipated 400 people including legislatures. The building is a 25,000 sq. ft. building and they were at 60% goal pledges and receipts.
- d. E. Williamson County Higher Education Program in Taylor, Texas. Two thousand students now, expecting 9,000.
- e. El Paso – 2<sup>nd</sup> Cohort of 2+2 Architecture Students and New Facility – A dedicated space (housed El Paso Community College), asking nothing, no timeline, undergraduate and pre-architecture. Goal is 100 students in five years.
- f. \$1M for Graduate Certificate Program in Wind Energy – Starting fall semester, new students coming in taking classes. Program in progress. Dr. Andy Swift excited about the program.

**2. Information Items**

- a. Update on status of proposal for new college – integration of ODE and DOCS – A telephone approval was given. Dr. Baker thanked Dr. Rosslyn Smith who worked hard on the proposal.
- b. Role and function of DLEC – Dr. Baker mentioned that there is an uncertainty in the future role and function due to President Bailey and with Dr. Marcy retiring. He also went on to say that he hopes to have a clear guide in direction and strategy.
- c. DOCS update – Bob Hickerson reported that an invitation was given from Collin County; Two new Education Service Center s: Education Service Center 11 in Ft. Worth where there is an interest in Ph.D. in Educational Leadership; and Educational Service Center

18 (Midland/Odessa) interest in Educational Leadership. The Ft. Worth facility is still in the talking stage and the Midland/Odessa agreement has already been signed.

- d. DL Revenue Model – Dr. Baker reported that at the University of North Texas, 65% of the income goes back to the college, with the department getting 25% and the new college 10%. Model implementations with costs spread to student . Special considerations fee will allow flexibility and money to come back to the unit. Mandatory library and IT fee to graduate \$193.67/per credit hour. Special course fees are 65% total. A discussion followed from the group: Kathy Austin commented that it was very reasonable. Dr. Baker mentioned that the existing proposal is to phase them in for five years; 20% - 1<sup>st</sup> year, 40% - 2<sup>nd</sup> year; 60% - 3<sup>rd</sup> year; 80% - 4<sup>th</sup> year and 100% - 5<sup>th</sup> year. Valerie Paton asked about undergraduate courses. Dr. Baker responded that this is a graduate course . He further mentioned that we need revenue generation to get active in off campus sites. He then asked Valerie Paton to help him relocate revenue. Revenue for distance UNT submitted core list of students based on students instead of course. Lubbock students not eligible. Any off campus or election would qualify. A 50 mi. radius using zip codes to take any courses on campus.
- e. Report on DEAC meeting – Dr. Smith reported that she and Dr. Baker attended a meeting at the end of July at The Higher Education Coordinating Board in Austin. Several items were discussed: 1) Received a handout from Fred Hart that states the requirements of all document programs required, not just distance learning. Working with Fred to collect them; 2) RFP redesign professional development modules to develop procedures for best practices; 3) Subcommittee looking at coordinating board policies pertaining to off campus sites. Dr. Smith had asked the DLEC for input by August 15<sup>th</sup> and so far has received “zero” feedback. Urged everyone to give her feedback by next Monday, August 25<sup>th</sup>; 4) Coordinating Board definitions are consistent with hybrid/blended courses. Identifying what data the Coordinating Board needs. Any suggestions or information collected, Dr. Smith will send on to them. Discussion followed about the impact with the increasing gas costs, HCCB discount distance education. Dr. Smith will also do a presentation at the next board meeting to brief on distance education. Dr. Baker commented that it was a pleasure to witness the respect Dr. Smith has at the Coordinating Board when she speaks.
- f. Proposed changes to deadlines for IVC scheduling – Dr. Baker distributed a handout outlining the former and revised proposed changes to the deadlines for IVC scheduling with the new set dates. Policies will have to change with these. Kathy Austin will work with Kent, until then the current policy will be in effect.
- g. Report from Online Distance Learning Online Support and Services Committee – Kathy Austin reported that a sub-committee report will recommend looking at online learning for faculty engaged in online instruction. They looked at models in how to support the faculty group and came up with a hybrid solution recovering existing areas with additional funding key aspects. The report fall short of details – next step is executives review – Sam Segram, Matt Baker, Rosslyn Smith.
- h. Lecture/Capture Technology Purchase – Kathy Austin reported that the group accessed revenues model to Dr. Marcy, Rosslyn Smith, and Sam Segram. 1) Required ODE to Provost with instructional funds of \$138,000 for three rooms. On consolidation cost effective declining cost operating reason seated with one unit. Kathy will check with other colleges. Two are interested before 8/31 with more waiting for the new fiscal year. Moving forward with solution assessment group and ongoing support. They can



use institution resources for backup and recovery. Room IT funding will be open to University Basement ATLC. The unit will interface with new equipment.

- i. IT Update – Sam Segrán reported on Web CT migration, Astera and Banner. Kathy Austin reported that Web CT Migration (Blackboard legacy) has a project management team with TLTC and ODE and IT areas. Proceeding well. Pilot this summer was arduous and frustrated. Rosslyn Smith asked about licensing and Kathy reported that to enterprise is cost prohibited, and that with consolidation development merges, they didn't want to spend the money. Sam Segrán reported that Web CT will integrate with Banner. TLTC has a two year time frame to do phase migration. TLTC making provisions and will provide DVD copies to faculty. Account management has built Help Central ticket system. Astra is a major project from Provost office. Planning Ed-Astra in Spring integration of Banner. IT will also remove use of social security numbers in print and online accounts. The timeline is set for December. Discussing how to remove social security numbers from past records. Trying to put together a University-wide "shred day" where everyone can shred for free. The team is also looking at the electronic data where social security numbers are used on a daily basis. It was also stressed not to put confidential data on laptops, especial for Travel overseas .
- j. Enrollment growth task force update and RFPs - Matt Baker reported the Enrollment Task force Working Group in the Chancellor's office FY09 set aside \$500,000 to enhance enrollment. Twelve proposals were submitted to him of which 11 were approved from TTU colleges. There is also a 5.5 million dollars one-time money which will be doled out by President Bailey.

### **3. Action Items**

- a. Schedule of Meetings – Matt Baker asked if this is still a good time for the DLEC members to meet. The group responded in agreement to keep the same time. He also mentioned that that some of the meetings will be at the Outreach and Distance Education building with people off campus to join via IVC.

### **4. Other**

- a. Ralph Ferguson reported that the numbers are up in the graduate school. They had significantly more applications (10% more). Also they want to offer applied skills instead of just masters.
- b. Lynn Huffman reported on the virtual library. The timeline is two days for an online article. The library is free , affiliated with University supports. They also have a storage facility at Post Hwy. In the storage room are most books people don't want.
- c. Carla Myers reported that they developed best practices and opposed cohesiveness. They are optimistic to get more funding
- d. Michele Moskos is currently doing Google ad words and looking at digital meetings.

The meeting adjourned at 1:00 pm. The next meeting will be September 15<sup>th</sup> at a location to be determined.

**Distance Learning Executive Council (DLEC)**  
**CODE, Room 103B**  
**October 20, 2008**

**DRAFT Minutes**

**Attendees:** Kathy Austin, Matt Baker, Bob Hickerson, Lynn Huffman, Michele Moskos, Carla Myers, Doug Simpson, Rosslyn Smith, Jeff Woldstad, Sherry Herzog, Fred Hartmeister

**Guests:** Arial Fernandez

**Absent:** Jon Hufford, Debbie Laverie, Vicki West, Sam Segran, Valerie Paton

**Minutes:** The official September 15 minutes were not recorded as Deborah Matassa was out of the office.

Dr. Matt Baker welcomed everyone to the DLEC and all the members introduced themselves. He then had a few announcements for the group: 1) Jeff Woldstad will be leaving Texas Tech to go to University of Nebraska; 2) Received approval from Interim Provost Winer on October 17<sup>th</sup> for the DLEC to become the Distributed Learning Council. He will discuss this item in more detail later in the meeting.

1. **Commendations** – none at this time. Dr. Baker welcomed Arial Fernandez, Assistant Director for External Degrees. Arial reported that we have 175 students currently in our external degree program started in 1998 of which we have students from across the US, two international students (one in Egypt and one in Brazil), and a famous graduate - the oldest TTU student (89) to have ever completed a B.S. degree.
2. **Information Items**
  - a. Report on CODE Fall Retreat – Dr. Baker and the CODE Directors held a retreat in Abilene to develop a strategic plan for the College of Outreach and Distance Education.
  - b. OCS Update – Bob Hickerson reported that all was well at the Off-Campus Sites. Renovations to the Academic Center in Marble Falls were completed last week.
    - i. Dallas Initiatives – Dr. Baker reported that 1) Valerie Paton received a grant in conjunction with the TTU Center in Junction, TTU Biological Sciences and El Cento College in Dallas (\$4.9M for 2 years; 2) Dora Salazar received a \$3 million grant for undergraduate teacher preparation programs in Dallas/Ft. Worth.
  - c. Reconfiguration of DLEC Status to the Distributed Learning Council – Dr. Smith reported that the motivation for doing this reconfiguration gives this body more authority to make recommendations and to broaden representation. We will be contacting Deans and other administrators as appropriate asking them to appoint a representative to the new council. New configuration to be in place as soon as possible.
  - d. DL Revenue Model Update – Dr. Baker discussed the status of the Revenue Model.
  - e. SBEC Item 10 Discussion – Dr. Baker gave an update on new rules posted by the State Board for Educator Certification.

- f. Incentive Funding and Grants - Dr. Baker reported that CODE funded the following four requests: (1) Opportunity, Diversity and Recognition on the Border (Nick Markovich); (2) Program to Enhance Program Enrollment of Teacher Ed Program (TEP) (Kelly Fox); (3) Development of Project Management Options for MS in System and Engineering Management (Milton Smith); and (4) Training Mentors/Recruiters to Enhance Distance Delivery Courses (Carol Layton).
  - g. THECB DEAC Committee on Definitions - Rosslyn Smith reported that she was asked to serve on a subcommittee chaired by Rob Robinson to review all definitions in Chapter 4. She will participate in a conference call on November 10<sup>th</sup>. She will also email to the group new guidelines for doctoral programs delivered at a distance.
  - h. TLTC Update – Dr. Baker reported that an online Seminar, sponsored by CODE, Developing Interaction Activities for Distance Education, will be held on Thursday, 11/13/08, from 12:00 Noon to 1:30 pm at TLTC Room 153.
  - i. Report on Revenue Enhancement and Allocation Task Force - Dr. Baker provided an update on this committee.
  - j. Great Plains Interactive Distance Learning Alliance (IDEA) – Rosslyn Smith reported that she represented CFO Jim Brunjes in meetings and conference calls.
  - k. IT Updates - Kathy Austin reported: 1) WebCT Blackboard migration was going well; 2) that a temporary worker was employed to assist with the WebCT/Blackboard transition; and; 3) this week is TTU IT awareness week.
- 3. Action Items**
- a. Distance Ed Week – Dr. Baker reported that Nov 10-14th is designated by the USDLA as Distance Learning Awareness Week.
  - b. CODE Proposed Commencement Banner Bearer - Dr. Baker distributed a copy of a proposed rotation schedule.
  - c. Marketing – Michele Moskos provided a marketing update to the group.
- 4. Adjournment.** The meeting adjourned at 1:00 pm. The next meeting will be November 17<sup>th</sup> at CODE Room 103B.