Distance Learning Executive Committee
Agenda
November 17, 2008

1. Commendations

2. Information Items
   a. Reconfiguration of DLEC – Status Update (Baker)
   b. Status of Boerne trip (Baker)
   c. Planning Matrix-Off Campus Site/Program Development (Hickerson)
      i. Checklist for Creating an Off Campus Program/Site *(handout)*
   d. Report from Academic Council Meeting (Smith)
      i. Program approvals – 2 graduate certificates approved – Health Care change and Developmental Literacy
      ii. Name change – PhD Agronomy to Plant and Soil Science approved
      iii. Discussion on mailing diplomas – go to tube mailer instead of cover because of expense – Greg Elkins will talk to SGA about it
      iv. Summary of Scholarship Allocations for AY09 – 6.1 million in merit through the colleges and 600K in need-based
   e. Report on DEAC Definitions Subcommittee (Smith)
   f. IT Updates (Segran/Austin)

3. Action Items

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 17th 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 10th. 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 17th at CODE Room 103B.

Distance Learning Executive Council (DLEC)/Distributed Learning Council (DLC)
CODE, Room 103B
November 17, 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, Jon Hufford, Vicki West, Valerie Paton, Cynthia McKenney
Guests: John Kobza
Absent: Debbie Laverie, Sam Segran

Minutes: The group reviewed the minutes from the October 20th meeting. Accepted minutes as revised.

Dr. Matt Baker welcomed everyone to the DLEC/DLC and all the members introduced themselves. He then had a few announcements for the group: 1) DLC letters are forthcoming to the Deans; 2) Welcomed John Kobza who will replace John Woldstad.

1. **Commendations** –Baker mentioned we had a nice turnout for the Distance Ed Awareness Week and he thanked Michele Moskos and her group for putting it together.

2. **Information Items**
   a. Reconfiguration of DLEC Status to the Distributed Learning Council – Still in progress and will be contacting Deans, Directors and President from Health Sciences Center by December.

   b. Status of Boerne trip –Baker reported that the City of Boerne invited us to see if we had an interest in expanding the Hill Country site to Boerne. President Bailey did not attend but it was a good meeting. Boerne offi cials requested that we give them an answer soon.

   c. Planning Matrix-Off Campus Site/Program Development (Hickerson)
      a) Checklist for Creating an Off Campus Program/Site *(handout* - Hickerson distributed this handout to the group and reported that he created this checklist as a process for off campus sites. A discussion proceeded with Hickerson requesting the group to review the checklist and reply with comments to himself and Rosslyn Smith by December 12. Debbie will send out the checklist electronically to DLEC for comments.

   d. Report from Academic Council Meeting - Smith reported on the following:
      a) Program approvals – Two graduate certificates approved – Health Care change and Developmental Literacy – health care change is a distance program; college of business doesn't have their courses available yet.
      b) Name change – Ph.D. Agronomy to Plant and Soil Science approved.
      c) Discussion on mailing diplomas – go to tube mailer instead of cover because of expense – Greg Elkins will talk to SGA.
      d) Summary of Scholarship Allocations for AY09 – 6.1 million in merit through the colleges and 600K in need-based.

e) Issues for next meeting : course proposals; curriculum assessments; final examinations; changing course fees to instructional enhancement fees; Banner; spring course special instructions fee. Rosslyn Smith distributed a draft agenda to the group to see if there was anything of interest and mentioned to them if there was interest to check with their representative for Academic Council.

f) Report on DEAC Definitions Subcommittee (Smith) – Rosslyn Smith reported she had the first conference call about definitions. She discussed that more information is needed on hybrid/blended courses and on how to get faculty to accurately report, since there isn't a mechanism for that now. Rosslyn Smith will send her notes from the conference call to the group. She asked that the group review them and if they have an interest on how these things are defined, to send her their input and this committee will make recommendations to staff and THECB.

g) IT Updates (Segran/Austin) – Kathy Austin reported on the following: 1) Web CT - She asked the group if they had any thoughts on this to call or email her. Vicki West and Kathy Austin are on the executive steering committee, representing the TTU IT division and assured the group they are doing everything to make sure all the issues are addressed. Vicki West reported that Dr. Shonrock is researching the enrollment management piece. Austin suggested that she and West can address the section attributes at the next meeting. Dr. Baker suggested a policy committee be formed to look into this in depth to get the committee working together on various reporting issues. He further mentioned that he will ask the people involved in the virtual group to do a presentation at the next DLEC/DLC meeting. A recruitment letter will be sent from Chancellor Hance to all junior and senior students in the TTUISD high school ; 2) New classroom scheduling software is in production. The Chancellor's office in collaboration with IT is doing an emergency ttu.edu redesign which will launch on November 26th. The focus will be on the main gateway page and key pages (i.e., admissions for perspective students) and also more user friendly. Austin will keep everyone updated.

3. **Action Items**
   a. Baker mentioned that he had requested that our web site be converted to Spanish. Sherry Herzog has information on software called "translated now" and she is filling out the information for a grant aimed at K-12. The software cost $25,000 and one person administers this. Michele Moskos will keep Austin posted.

4. **Updates** - Dr. Baker asked if there were any short updates:
   a. Meyers - AG Idea for Horticulture is moving forward. Courses going through blackboard transition with most of those things identified. Making the templates for courses.
   b. Smith – Smith and Baker met with Natural Resources Management to put in a request for a college level ITV.
   c. Paton - Reported that officially we will be off probation by noon on December 9th. Higher Ed faculty meeting tomorrow.
   d. Baker – reported he met with Duane Crawford and Fred Hartmeister – seems to be a backlog in students completing programs in the EU bachelor degrees program and an interest in offering a 4th year diploma or certificate program. Baker has a meeting scheduled with Tibor Nagy to use the Seville campus for those programs.

5. **Adjournment.** The meeting adjourned at 1:10 pm. The next meeting will be December 15th at CODE Room 103B.

From:	Smith, Rosslyn
Sent:	Thursday, November 19, 2009 8:12 AM
To:	Matassa, Deborah
Subject:	FW: DLEC
Attachments:	Letter to Winer to Refocus and Reconfig DLEC 17 Oct 08.doc; DLC Membership FY 09 Oct 17.xls

Here's some more.

From: Smith, Rosslyn
Sent: Friday, October 17, 2008 11:30 AM
To: Matassa, Deborah
Cc: Baker, Matt
Subject: DLEC

Debbie,
Please put this memo and the attached spreadsheet on letter for Dean Baker.
Thanks,
Rosslyn

TEXAS TECH UNIVERSITY
College *of* Outreach
& Distance Education·

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October 17, 2008

Dr. Jane Winer
Interim Provost
Texas Tech University
Box
Lubbock, TX 79409

Dear Provost Winer:

I am writing to request that the status of the Distance Learning Executive Committee (DLEC) be changed to that of a formal council effective immediately and that the name be changed to Distributed Learning Council (DLC). I desire that the DLC take on the additional role of a review body for distance degree programs, and would like it to have a structure similar to that of Academic Council and Graduate Council. I propose the structure and operational guidelines noted below. Please note that on the attached membership roster, I have indicated that Rosslyn Smith is the representative from the Provost Office pursuant to your previous approval of her serving in that capacity. Please let me know if you have any questions.

Charge: The Distributed Learning Council shall serve in an advisory capacity to the Provost regarding matters related to distributed learning. The Council provides leadership in determining academic policies, procedures and priorities concerning distributed learning. The Council also reviews proposals for distance and off-campus degrees and certificate programs.

Voting Membership (See attached): Voting members will consist of appointed representatives of Agricultural Sciences and Natural Resources, Architecture, Arts and Sciences, Business Administration, Education, Engineering, Graduate School, Honors, Human Sciences, Mass Communications, Outreach and Distance Education, Visual & Performing Arts, Law School , and Library, as well as a representative from Student Affairs and Enrollment Management.

Ex Officio Membership (See attached): (1) Provost Office representative, (2) Information Technology representative, (3) Institutional Research representative, (4) Texas Tech University Health Sciences Center representative, (5) TLTC representative, (6) Office of Planning and Assessment representative), (7) Faculty Senate, (8) and College of Outreach and Distance Education representatives.

Appointment: The deans of each college/school will appoint their representatives for voting members. The President of the Faculty Senate will appoint a representative, the Provost will appoint the Provost Office representative, the Vice President for Student Affairs and Enrollment Management will appoint a representative, the Associate Vice President and Chief Information Officer will appoint the institutional research and informational technology representatives, the President of the Texas Tech University Health Sciences Center will appoint a TTUHSC representative. The Vice Provost for Planning and Assessment will appoint a representative. The Dean of the College of Outreach and Distance Education will appoint one voting representative and ex officio representatives from that area. The director of the Teaching, Learning, and Technology Center will appoint a representative from that area. All appointed members serve at the pleasure of their supervisors and will serve a staggered three-year term, with the possibility of being reappointed.

Operating Procedures: The Council shall develop its own operating procedures subject to the approval of the Provost. Copies of all minutes and reports are provided to all members of the Council and submitted to the Provost.

Voting: Each representative has one vote. Ex officio representatives shall not vote, except that the chair of the Distributed Learning Council should vote to break any tie. Members' substitutes are considered to carry a full voting proxy.

Chairperson: The Council is chaired by the Dean of Outreach and Distance Education.

I look forward to your input into the proposed purpose and operation of this important council.

Sincerely,

Matt Baker
Dean

DEAC Subcommittee on Definitions
Conference Call
Monday, November 10, 2008
3:00 p.m.

Subcommittee Charge:
Review the definitions specific to distance education and make
recommendations for revising, deleting or adding definitions

Definitions for Review:

Conference call attendees: Bhagya Srinivasan, Jan Richards, Steve Levy, Rosslyn Smith, Mickey Slimp,

(2) Area institution
A university, health-related institution, independent institution, or higher education center which is within a 50-mile radius of a proposed off-campus instruction site.

Revise or Delete?

Dscussion: CB: What is the significance of the 50 mile radius?   What about independent institutions? Is this related to the Regional Councils?

(7) Correspondence Course
An academic credit course delivered through distance education that is either paper-based or electronic and that is largely self-paced.

Revise or Delete?

Discussion: We may not need this definition, that correspondence has a negative connotation. James Andrews emails on this topic: *Correspondence Course we need to keep and redefine. I recall that someone mentioned since they did not have correspondence on their campus that we did not need the definition. I don't think that is a good enough reason as several universities and community colleges around the state have correspondence programs. In my mind, correspondence is first a "rolling enrollment" environment that is delivered either "electronically or as paper-based", and is "asynchronous", which may or may not receive formula funding. Those terms should be retained in the definition. By contrast, an extension course is a time-based enrollment period such as a semester or a month for example, that may be delivered either electronically or face-to-face and receives no formula funding. If you need someone to come up with a definition, I'd be glad to do so.*
What is the difference between "print-based distance education courses" and "correspondence"? Is there formula/subvention provided for these courses? Rosslyn states, yes, these courses can be submitted for formula as long as they meet all the timelines and other submission guidelines.   Should we include the terms "semester based" and "non semester based"?

(9) Distance education course

Course in which the majority of the instruction occurs when the students and instructor are not in the same physical setting. A course is considered to be offered by distance education if students receive more than one-half of the instruction at a different location than the instructor. A distance education course can be delivered synchronously or asynchronously to any single or multiple locations(s) through electronic, correspondence, or other means. The course may be formula-funded or offered through extension, and it may be delivered to on-campus students and those who do not take courses on the main campus.

Revise or Delete?

Discussion: We must bear in mind the impact on institutional reporting. Rosslyn comments that perhaps we move to a more "distributed" definition and eliminate the use of the term "on-campus" and "distance" Bhagya states that perhaps we look at the number of face-to-face sessions instead of amount of content delivered online. Vanessa suggest that the measure be contact hours, Steve indicates that HCC already has an operational definition regarding online and hybrid. How to align with SACS definition, when it is similarly vague. Idea: 1- 49% = traditional (classroom and tech enhanced); 50% - 79% = Hybrid/Blended; 80% + = full distance education. Q: what is it that we are counting? Contact hours or amount of content delivered online.

Other current definitions:

Sloan-C

Proportion of Content Delivered Online	Type of Course	Typical Description
0%	Traditional	Course with no online technology used – content is delivered in writing or orally
1 to 29%	Web Facilitated	Course that uses web-based technology to facilitate what is essentially a face-to-face course. Uses a course management system (CMS) or web pages to post the syllabus and assignments, for example.
30 to 79%	Blended/Hybrid	Course that blends online and face-to-face delivery. Substantial proportion of the content is delivered online, typically uses online discussions, and typically has

		some face-to-face meetings.
80 +%	Online	A course where most or all of the content is delivered online. Typically have no face-to-face meetings.

USC, per Higher Education Reauthorization Act:

(A) IN GENERAL. – Except as otherwise provide, the term 'distance education' means education that uses 1 or more of the technologies described in subparagraph (B) –

"(i) to deliver instruction to students who are separated from the instructor; and

"(ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously.

"(B) INCLUSIONS. – For the purposes of subparagraph (A), the technologies used may include –

"(i) the Internet;

"(ii) one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;

"(iii) audio conferencing' or

"(iv) video cassette, DVDs, and CD-ROMs, if the cassette, DVDs and CD-ROMs are used in a course in conjunction with the technologies listed in clauses (i) through (iii).

SACS Policy Statement [http://www.sacscoc.org/pdf/081705/distance%20education.pdf]:

"For the purposes of the Commission's accreditation review, distance education is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among studens) in a course occurs when the students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may employ correspondence study, or audio, video, or computer technologies."

UT System Strategic Plan (2006) [http://www.utsystem.edu/osm/files/stratplan/stratplan.pdf]

Technology-enhanced courses: The use of technology to supplement or enhance the face-to-face classroom experience (use of PowerPoint, Internet, Course Management System such as Blackboard or WebCT, etc., but little or no replacement of seat time with technology

Hybrid/Blended online courses: Placing content within the Course Management system for planned purposes of replacing a portion of the face-to-face classroom experience with online learning.

Fully online courses: Courses that are designed usch that student do not participate in a face-to-face classroom experience and receive all learning and interaction via the Course Management System and the Internet.

Interactive videoconference courses: Courses that are delivered via two-way videoconferencing on a closed network.

South Dakota Board of Regents, courtesy of Jan Richards [http://www.sdbor.edu/euc/definition.htm]

"Distance education is defined as all credit and non-credit education and training activities that are delivered via any electronic means.

This excludes correspondence courses delivered by US mail, but in order to provide the fullest extent of options to you, the students, correspondence courses will also be listed.

This does not include courses that are delivered face-to-face at on-campus or off-campus locations, nor does it include electronic delivery of courses between or among campuses."

Draft New Definition:

Distance Education Course: a course in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when the students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may employ correspondence study, or audio, video, or computer technologies.

When the Internet is used to deliver instruction, the following definitions will apply:

Proportion of Content Delivered Online	Type of Course	Typical Description
0% - 49%	Classroom based/web facilitated	Course which either uses no or very little online technology. Content is delivered in writing or orally or which uses web-based technology to facilitate what is essentially a face-to-face course. Uses a course management system (CMS) or web pages to post the syllabus and

		assignments, for example.
50% to 79%	Blended/Hybrid	Course that blends online and face-to-face delivery. Content and instructional activities are within the Course Management system for the planned purposes of replacing a portion of the face-to-face classroom experience with online learning.
80 +%	Online	A course where most or all of the content is delivered online. Typically have no face-to-face meetings.

(10) Distance education degree or certificate program

A program in which a student may complete more than one-half of the semester credit hours required for the program through any combination of electronic and off-campus delivery methods.

Revise or Delete?

Recommendation: SACS says "more than 50%"; [Rosslyn: The new Substantive Change Guidelines use less than 25%, 25-49%, and 50% or more in terms of the procedures to follow.] CB program notification of approval definitions state "approximately one-half". Impact of this defintion is the notification process from the CB, not to mention SACS.   If a program is considered distance delivered, it affects notifcation of other institutions. Distance doctoral programs are required to be approved by the full Board. Hypothetical: what if the program consists primarily of hybrid courses? Do we need to develop a hybrid program definition ? Rosslyn states that the existing definition might continue to workable in the context of programs. [I need to think about whether I still agree with myself on this or not.]

(11) Electronic delivery

A mode of delivery for distance education courses and programs using electronic telecommunication technology systems.

Revise or Delete?

Recommendation: Delete, or at base eliminate "telecommunications" from the definition.

(12) Extension courses and programs

Academic credit courses and programs delivered face-to-face or by distance education, including correspondence, whose semester credit hours are not submitted for formula funding. Face-to-face, academic credit extension courses and programs may be delivered on-campus or off-campus. This term does not apply to courses and programs delivered by community colleges to an extension center or extension facility unless the semester credit hours in the courses are not formula funded.

Revise or Delete?

Recommendation:_____

_____

_____

(14) First-Professional Degree
An award that requires completion of a program that meets all of the following criteria:

A) Completion of the academic requirements to begin practice in the profession;

B) At least 2 years of college work prior to entering the program; and

C) A total of at least 6 academic years of college work to complete the degree program including prior required college work plus the length of the professional program itself. First-Professional degrees are discipline-specific, including, but not limited to, degrees such as: Dentistry (D.D.S. or D.M.D.); Medicine (M.D.); Veterinary Medicine (D.V.M.); Law (L.L.B., J.D.); and Pharmacy (PharmD).

Revise or Delete?

Recommendation:_____

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(22) Institutional Report

A report describing distance education and off-campus instruction delivered for academic credit.

Revise or Delete?

Recommendation:_____

_____

_____

(23) Main campus

The headquarters of an institution and the location where the principal or chief executive's offices are located, also referred to as on-campus.

Revise or Delete?

Recommendation:_____

_____

_____

(24) Off-campus course

Course in which one-half or more of the instruction is delivered with the instructor and student in the same physical location and which meets one of the following criteria: for public senior colleges and universities, Lamar state colleges, or public technical colleges, off-campus locations are locations away from the main campus; for public community colleges, off-campus locations are sites outside the taxing district. The course may receive formula-funding or be given by extension

Revise or Delete?

Recommendation:_____

_____

_____

(25) Off-campus degree or certificate program

A program for which a student may complete more than one-half of the required credit hours by taking off-campus courses.

Revise or Delete?

Recommendation:_____

_____

_____

(26) Out-of-state/out-of-country courses and programs

Academic credit courses and programs delivered outside Texas to individuals or groups who are not regularly enrolled, on-campus students. Out-of-state and out-of-country courses do not receive formula funding and are a type of academic credit extension offering. They may be offered through distance education or face-to-face instruction.

Revise or Delete?

Recommendation:_____

_____

_____

(30) Regional Council

A cooperative arrangement among representatives of all public, private or independent institutions of higher education within a Uniform State Service Region, as established under Texas Education Code, §51.662.

Revise or Delete?

Recommendation:_____

_____

_____

(31) Regular on-campus student

A student who is admitted to an institution, the majority of whose semester credit hours are reported for formula funding, and whose coursework is primarily taken at an institution's main campus.

Revise or Delete?

Recommendation:_____

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Proposed Definitions to Add:

1. **Blended/Hybrid**

Definition:_____

_____

_____