

DLEC/DLC Committee
DRAFT AGENDA
December 15, 2008

1. Commendations
2. Information Items
 - a. Reconfiguration of DLEC – Status Update (Baker)
 - b. Planning Matrix-Off Campus Site/Program Development (Hickerson)
 - i. Checklist for Creating an Off Campus Program/Site (*handout*)
 - c. Report from Academic Council Meeting (Smith)
 - d. Report on DEAC Definitions Subcommittee (Smith)
 - e. Admissions and Registrar's Office – BS in Hort Online (McKenney)
 - f. Benchmarks in strategic plan for distance learning (Herzog)
 - g. IT Updates (Segran/Austin)
3. Action Items
4. Other
 - a. 3D Environments demo - TTU Virtual High School project (Martin)

Distance Learning Executive Council (DLEC)/Distributed Learning Council (DLC)
CODE, Room 103B
November 17, 2008

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 officials 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 – \$6.1M 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 TTUUSD 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. McKenney - 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.

- a. Graduate = 29
 - b. Degrees offered = MS and Ph.D. in Computer Science; MS in Software Engineering; and Ed.D. in Educational Leadership
 - c. First classes offered in Fall 2002
- 2) TTU Amarillo: Fall 08 head count enrollment
- a. Graduate = 38
 - b. Degrees offered = MS and Ph.D. in Systems and Engineering Management; and Ed.D. in Educational Leadership
 - c. First classes offered in Fall 2002
- 3) TTU at El Paso: Fall 08 head count enrollment
- a. Undergraduate = 130
 - b. Degrees offered = BS in Architecture (joint with El Paso Community College)
 - c. First classes offered in Fall 2007
- 4) TTU at Fredericksburg: Fall 08 head count enrollment
- a. Undergraduate = 32
 - b. Graduate = 26
 - c. Bachelor of General Studies; BS in Multidisciplinary Studies with EC-6 teacher certification and ESL endorsement; M.Ed. in Educational Leadership with Principal Professional Certification Preparation; Ed.D. in Educational Leadership; Superintendent Professional Certification Preparation; and MS in Multidisciplinary Science
 - d. First classes offered in Summer I 2002
- 5) TTU at Highland Lakes (Marble Falls): Fall 08 head count enrollment
- a. Undergraduate = 44
 - b. Graduate = 89
 - c. Bachelor of General Studies; BS in Multidisciplinary Studies with EC-6 teacher certification and ESL endorsement; M.Ed. in Educational Leadership with Principal Professional Certification Preparation; Ed.D. in Educational Leadership; Superintendent Professional Certification Preparation; and MS in Multidisciplinary Science
 - d. First classes offered in Summer I 2002
- 6) TTU Center at Junction is primarily a research center (operated by TTU since 1971) that offers spring and summer field science and enrichment courses which are generally not offered on the main campus. 90% of the students are regular TTU students from Lubbock studying subjects which require the unique field environment offered at Junction. Those enrollments are reported through Lubbock.

If you need any additional information, I'll be happy to help you. Thanks, Bob

Bob Hickerson
Chief Operating Officer
Texas Tech University - Division of Off-Campus Sites
P.O. Box 186
Junction, TX 76849
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Recipient

Austin, Kathy

Baker, Matt

Giesselmann, Michael

Hartmeister, Fred

Herzog, Sherry

Hickerson, Bob

Huffman, Lynn

Hufford, Jon

Kobza, John

Laverie, Debbie

Mckenney, Cynthia

Moskos, Michele

Myers, Carla

Paton, Valerie

Segran, Sam

Simpson, Doug

Smith, Rosslyn

West, Vicki

Woldstad, Jeff

Delivery

Delivered: 12/3/2008 3:20 PM

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Checklist for creating an Off-Campus Program/Site

TASKS

RESPONSIBILITY

Program

- Detailed concept developed, includingProgram Coordinator
- Alignment with TTUS and TTU strategic planning goals
- Realistic, quantitative assessment of need/5 year enrollment estimates
- Analysis of competition
- Assessment of faculty resource needs/proof of faculty support
- Delivery mode/use of best practices in DE
- Appropriate use of technology
- Assessment strategies
- ▲ Preliminary approval by Dean of Home College and Dean of the College of Outreach and Distance Education (CODE) prior to continuing
- Financial planningProgram Coordinator
 - 3-year business plan w/
 - Detailed cost analysis
 - Revenue sources (start-up and sustaining), tuition/fees and formula funding (completion of revenue model forms)
 - Identification of internal funding sources and commitments,

including CODE (all commitments in written agreements)

Staffing plan, including faculty

Cash-flow analysis

Written pledges for local funding (if appropriate)

▲ Preliminary approval by Provost prior to continuing

Articulation agreements (as required)Department

Internal approvals (required beforeOffering College/
any external commitments are made) CODE

Distributed Learning Council [role of CODE Dean to be determined]

Academic Council

Graduate Council

Provost

President – approval or informed [level of approval to be determined]

System – approval or informed [level of approval to be determined]

Board of Regents – approval or informed [level of approval to be determined]

External ApprovalsCODE (Assoc. Dean, Academic Affairs)/
SACS Liaison

THECB

SACS

Other as needed

Peer Notifications.....CODE (Assoc. Dean, Academic Affairs)

Site Planning CODE (Assoc. Dean, Outreach)

Support by Program Coordinator, IT

Consideration of TTU/TTUHSC collaboration for facilities, support

Intent to establish official site (TTU(S) faculty/staff on site, facility considerations

Initial site staffing plan/org chart

Job descriptions for on-site staff/faculty

Host institution fees for facility/IT access and use, including student services

End site certification by TTU IT (as required)

Plan for network access

IT support on site

Office/classroom/lab access

Equipment and furnishings

Office furniture

Computers/peripherals

Inventory management issues

Written agreement with host

Staff parking

Security and building access (staff and students)

Student Services.....Student Affairs

Joint advising agreements (if required)

Student parking and fees

Copy/print services for students and fees

Library access for students and fees

Communications and Marketing.....CODE (Director, Marketing)

Marketing plan and identification of responsibilities/resources

Websites changed/created

Procedures for approval of press releases and ads (TTU and host)

External/Governmental Relations.....CODE (Assoc. Dean, Outreach)

Governmental relations notified

Institutional Advancement notified

Notice to local regents, alumni and community leaders

Consideration of need for local advisory board

Governance and on-going support.....CODE/Department

Identification of site (CODE) vs. department responsibilities

Reporting formats and timeline

Coordinating Notes

- 1) Detailed concept, financial plan and internal approvals required before any commitment is made to external agencies



TEXAS TECH UNIVERSITY

College of Outreach
& Distance Education

November 19, 2008

John Burns, Dean
College of Agricultural Sciences and Natural Resources
Texas Tech University
P.O. Box 42123
Lubbock, TX 79409-2123

Dear Dean Burns:

Interim Provost Winer recently approved the reconfiguration of the long-standing Distance Learning Executive Committee into the Distributed Learning Council. The goal of this change is for the DLC to have a structure similar to that of Academic Council and Graduate Council and to take on the additional role of a review body for distance and off-campus degree and certificate programs. Attached are the charge, procedures and proposed membership of the new Council. With this memo, I am confirming your appointed representative to the Distributed Learning Council to represent the College of Agricultural Sciences and Natural Resources is Cynthia McKenney.

Thank you for helping us move forward with our distance and off-campus programming.

Sincerely,

Matt Baker
Dean

Distributed Learning Council (formerly the Distance Learning Executive Committee)

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.