

**Distributed Learning Council (DLC)**  
**CODE, Room 103A**  
**May 18, 2009**

**Minutes**

**Attendees:** Kathy Austin, Matt Baker, Dennis Fehr, Ariel Fernandez, Michael Giesselmann, Laura Heinz, Sherry Herzog, Bob Hickerson, Glenn Hill; James Hoffman, John Kobza, Isis Leslie, Hossein Mansouri, Cynthia Mckenney, Michele Moskos, Carla Myers, Jean Scott, Valerie Paton, Doug Simpson, Rosslyn Smith, Vicki Sutton, Vicki West, Kent Wilkinson

**Guests:** Karen Humphreys, Shane Hammontree – College of Education; Brent Guinn – College of Engineering; Tara Miller

**Absent:** Amy Murphy; Karissa Greathouse; Debbie Laverie; Fred Hartmeister

Dean Matt Baker welcomed everyone to the DLC meeting, and all the members introduced themselves.

**1. Presentations**

- a. Karen Humphreys; Shane Hammontree – Instructional Technology Support Services (ITSS) – College of Education. Karen Humphreys gave a brief overview of their centralized services and distributed handouts. She explained that the purpose of the ITSS team is to effectively collaborate with subject matter experts, content authors, instructors, and staff to produce quality content, instructional media, and materials. The ITSS team will also provide instructional strategies and support in the management and delivery of content in both the virtual environment and in a traditional classroom setting through a multi-model approach. Discussed partnerships with the other colleges and units' web conferencing using BREEZE and different technologies. Shane Hammontree reported on their media site (scheduling recording sessions) for a learning environment incorporating blackboard modules, IVC, and media site which can be put together for an online course. Reported that a single site license is \$15-\$20,000; initial purchase of \$40,000 with all of the software. Kathy Austin will send out negotiated pricing to the DLC members.
- b. Brent Guinn, Sr. Director, College of Engineering gave a brief overview of his area's centralized services. Discussed their current services which require a videographer (grad student). The classroom consists of: 1 video camera, 3 video monitors, video projector, microphones, docking camera, and 3 whiteboards. They do live stream for computer and can do feedback through a text chat (delay in video) which is sent to the professors. Don't require faculty to control equipment. Received positive feedback from distance learning students about live stream and feedback loop. Their goal is that off-campus students feel they are part of on-campus class. Video lecture is also posted to website. They have an agreement with faculty...their materials are not used outside of their teaching the course. Kathy Austin mentioned: 1) IT can put e-Raider authentication on this before students download in order to protect copyright; 2) Students should be given a disclaimer and notice of intellectual property ownership; 3) Kathy will share some standard text for a disclaimer and encourages everyone to negotiate intellectual property up front. Brent Guinn discussed future plans with a new classroom coming online Summer 2009; this new 3<sup>rd</sup> classroom can connect the two existing classrooms as funding becomes available. He also gave a demonstration of an audio classroom.

- c. Laura Heinz, Sr. Director, Library gave a brief overview of the library resources available to distance and off-campus learners. Distributed a brochure on the TexShare Program and discussed various services/programs: 1) Overnight e-books that distance students can check out; 2) Library link on main website where students can get library card; 3) Redesigned the Tech website; 4) Easier return of materials – can extend checkout period by calling or going online; 5) Offering a one (1) hour Introduction to Library class for all students (including distance); 6) Library will offer workshops to faculty to show them how to use blackboard.

## 2. Information Items

- a. Reports from Committee. Dr. Baker stated that the goal is to have the committee resolutions by August 2009.
  - i. Quality Assurance (McKenney – chair; members Hartmeister, Leslie, Mansouri) – Cynthia McKenney reported on her group. Her report was posted on Blackboard under Committee Reports. She asked committee members to review.
  - ii. Instructional Technology (Hill–chair; members Kobza, Simpson, Austin) – This committee has not met yet.
  - iii. Academic Programs and Courses (Smith–chair; members Heinz, Leslie)
    - 1. Tuition and Fees for Degree Programs and Courses Offered at a Distance (*handout*) - Smith reported on an updated handout about courses that are eligible for formula and courses that are not eligible. She noted that students living in border counties/border states are not eligible for tuition waivers. Michele Moskos is working on section codes clarification.
    - 2. Marketing (Moskos–chair; members Fehr, Murphy) – Michele reported that their committee has not met since their initial meeting. Reported on changes in CODE website and any questions regarding courses to email Michele.
- b. Off-campus Sites Reports (Hickerson) – Bob Hickerson reported: 1) Traveled to El Paso for ceremony for first graduates; 2) Hill Country Advisory Board met and everyone was pleased that President Bailey attended; 3) Spring Intersession went well; 4) Hired new Director, Robert Stubblefield, to replace Grant Hall; 4) Met with two potential partners: Mountainview College and Richland College in the Dallas area.
- c. Learning Objects Repository Project (Baker) – Dean Baker will meet with this group via conference call next week. Rosslyn’s group participated in a conference call previously.
- d. IT Update (Austin)—Kathy Austin had no IT updates.

## 3. Action Items

- a. Approval of Minutes for April 20, 2009: The minutes were accepted as revised.

## 4. Other

- a. Doug Simpson announced that the new dean of Education, Dr. Charles Ruch will officially start on June 1<sup>st</sup>.
- b. Dennis Fehr mentioned that the Art Education program in Junction is approaching with enrollments up from last year.
- c. Valerie Paton reported the 2008 Communications Survey on Distance Ed will be ready by the next DLC meeting.

- 5. **Adjournment** – The meeting adjourned at 1:10 pm. The next meeting of the DLC is June 15, 2009.