

Distributed Learning Council (DLC)
University College, Room 103A
June 21, 2010

Minutes

Members Present: Kathy Austin, Matt Baker, Morris Brown, Hansel Burley, Dennis Fehr, Mary Fehr, Sarah Foley, Steven Frazee, Karissa Greathouse, Sherry Herzog, Bob Hickerson, James Hoffman, Hossein Mansouri, Julie Martenson, Melinda Mitchell, Michele Moskos, Amy Murphy, Carla Myers, Jean Scott, Rosslyn Smith, Kimberly Vardeman, Janessa Wall, Kent Wilkinson, Allen Young

Members Excused: Ariel Fernandez, Fred Hartmeister, Glenn Hill, Patrick Hughes, John Kobza, Isis Leslie, Valerie Paton, Vickie Sutton, Suzanne Tapp, Patricia Watson, Vicki West

Matt Baker welcomed everyone to the DLC Meeting and introduced his new assistant, Kimberly Wagner.

Morris Brown from TTU at El Paso informed the members that the Architecture program in El Paso has changed its requirements for entry. They now accept students to the program after two years of community college. They had 37 students apply for entry next year, and they have accepted 13 students. Since the program has great potential to grow rapidly, they will have to expand their present facility in order to accommodate more students. The community college is discussing building a new building to house a two-year program as well as the Texas Tech program.

INFORMATION ITEMS

- **Introduction of Julie Martenson** – Bob Hickerson

- **TLTC/UC Report Line Changes** – Matt Baker and Suzanne Tapp
 - Although this is not official yet, the TLTC will begin reporting to the Office of the Provost soon.
 - UC IT Review Process – Matt Baker informed the members that we will be conducting an IT review of the College. The IT review process will be led by Darrell Bateman; it will not involve the off campus sites at this point, but we anticipate that the off campus sites will be reviewed at another time. IT within the TLTC is included in the review.

- **Announcement of Official GED Testing Center in Lubbock** – Matt Baker
 - University College has been named as the new GED Testing Center in Lubbock. Region 17 Education Service Center was conducting test preparation as well as testing at the same site, which is not allowed. Therefore, an alternative testing site was needed; University College will begin hosting testing by Fall 2010 on Saturdays.

- **Enrollment Numbers – Fall and Spring – Matt Baker**
 - Matt Baker asked everyone to review the enrollment numbers on the attached “Distributed Learning Semester Credit Hour Generation and Tuition Generation” (*Attachment #1*). He explained the contribution to the overall value of Texas Tech. Some discussion followed.

- **SPAR – UC – Matt Baker**
 - Postponed to next meeting.

- **Mexico Update – Matt Baker**
 - Members were asked to review the attached “Report on Off-Campus Expansion to Mexico” (*Attachment #2*). This is a proposal for an off-campus site in San Juan del Rio, Queretaro State, Mexico. Oscar Franco, a businessman from Mexico City is proposing to donate a campus consisting of potentially 172 acres and up to 115,000 sq. ft. of new facilities for the establishment of a Texas Tech campus in University City, a planned development outside of San Juan del Rio, Mexico. However, this is very tentative, and there are some complexities to this proposal that will need to be addressed.

- **Online Ph.D. Proposal in Systems and Engineering Management – Rosslyn Smith**
 - Rosslyn Smith reported that the Distance Education Advisory Committee of the Coordinating Board is trying to schedule a conference call to discuss the proposal and make a recommendation to the THECB staff. Since this is adding to an already approved off-campus modality, the proposal can be approved at the staff level. [Follow-up note: the call has been scheduled for mid-July.]

- **Self-Regulated Learning Instrument – Valerie Paton/Matt Baker**
 - Matt Baker reported that an instrument to assist in predicting online learning success, entitled “Self-Regulated Learning” (*Attachment #3*), has been compiled by Lucy Barnard-Brak, William Lan and Valerie Paton.
 - Some discussion followed noting the fact that student evaluations should not be the same for on-campus and electronically-delivered courses.
 - The form that is distributed to off-campus and online students is triggered by section codes.
 - Matt Baker noted that there are actually three instruments: 1) off-campus ITV; 2) on-campus face-to-face and 3) on-line.

- **Update on What Peers are Doing with Regard to Changes in Federal Distance Education Policies – Rosslyn Smith**
 - Provost Smith has asked us to review changes in the Federal Distance Education Policies, particularly those changes associated with the verification of distance students’ identities. Smith contacted members of the Distance Education Advisory Committee to find out how other Texas institutions may be responding to this issue. From the responses received, it appears that institutions are using secured logins and passwords for student authentication. We need to take

reasonable measures with regard to issues of academic integrity. There was some discussion with regard to requiring students to test at an approved testing center. A straw poll of the DLC members revealed that only ½ require proctors for testing. There seems to be some resistance among faculty to requiring students to go to a testing center. Dean Baker asked the members to go back to their colleges and inquire as to whether or not a university policy should be established.

- **Principles of Good Practice Training** – Sherry Herzog

- Sherry Herzog addressed the problems that we have had ensuring compliance with the Principles of Good Practice. There will be a training developed for faculty so that we can document faculty participation in the training. Each year the Provost has to affirm to the Coordinating Board that TTU's distance programs adhere to the Principles of Good Practice, and the new training will offer a more reliable measure of that compliance.
- A website is being developed for Principles of Good Practice, and we hope to have this in place by the time new faculty are on duty.
- Mary Fehr shared that the training will be a Blackboard course. Everyone who comes to the TLTC for training on building a course will be directed to this site. The content for the modules comes directly from the current Operating Policies and they include, Copyright and Fair Use; Accessibility and Universal Design, and Intellectual Property. There is a flow chart to assist faculty with their training. Mary previewed the site for the members of the DLC. (*Note from Mary: This training will be available to all faculty who teach online, not just those who come to the TLTC for help, but the TLTC will certainly help promote it. Others will need to help promote it as well; department chairs perhaps, schedulers, etc.*)
- Reports will be run to see who has completed the training, and certificates of completion will be issued.
- There was some discussion about the need to offer training on Academic Integrity, and the possibility of adding this to the PGP training course later.

- **Enrollment for on-line courses** – Sarah Foley

- The final deadline for enrollments for non-semester based correspondence courses for all degree-seeking students at TTU will be August 31, 2010. . Also, the list of non-semester based correspondence courses will be available on the Blackboard site (*Attachment #4*). University College will no longer be the point of contact for registration for term-based courses with the exception of the Wind Energy courses.

- **DL Review** – Matt Baker

- The members were asked to review the attached memorandum regarding the Distributed Learning Program Review (*Attachment #5*). President Bailey has requested that this review be conducted, and Provost Smith would like us to work with the Educational Advisory Board. We

are in the process of developing questions to use for the review. Baker invited input from the committee as to universities that could be contacted.

- **Coding issues for distance and off-campus course sections – Janessa Wall**
 - Janessa discussed the on-going problem that her office is experiencing with the coding of classes. Her office is working on updating a flow chart to assist departments in assigning correct section codes. They are presently reviewing reports with Rosslyn Smith and offering workshops for the Academic Schedulers.
 - There was some discussion regarding the building of off-campus and distance sections. There is some concern with centralizing the distance education courses into one office. However, this would alleviate problems on many different levels. Discussion followed with regard to how the off-campus/distance sections could be built. The consensus was that before a centralized process would be put into place, the question should be discussed by the Deans and the Associate Deans.
 - Janessa noted that their office has taken over section builds for some colleges, and those colleges have appreciated their assistance.

- **Reports from Committees**
 - Research and Scholarship – Kathy Austin
 - The Distributed Learning Research group requested permission to reserve a spot in the library on October 6, 2010 that would be dedicated to Distance Learning. They would like to hold a round-table discussion later in October and begin to establish a network. They hope to work with various leaders around campus. Matt Baker gave them the “green light” to proceed. This group is also working on funding opportunities and hopes to present some proposals for the next meeting.
 - Off-campus sites Reports – Julie Martenson
 - Bob Hickerson and Julie Martenson will be meeting this week to discuss the possibility of the building in Fredericksburg being gifted to them.
 - The grand opening is scheduled for September 23, 2010.
 - They are reviewing the possibility of a partnership between RHIM and the Hill Country.
 - IT Update – Kathy Austin
 - Kathy Austin provided an update regarding the Media Site Server. An updated configuration for the system has been installed, and IT will be requesting help from the DLC to establish a pilot group.
 - IT is working on better integration with the Blackboard system into Banner. They have been meeting with Information Systems to determine the best time for implementation. They hope to begin testing by the first day of fall.

ACTION ITEMS

- Approval of Minutes of April 19, 2010
 - Postponed to next meeting (*Attachment #6*).

OTHER

- Discussion from members regarding the following:
 - Michele Moskos announced that plans are being made to meet with all the departments on campus to discuss the new Distance Learning Site.
 - Michele also noted that testing will begin for “Right Now”, which is a knowledge base for students to ask questions, which will reduce our need for so many support personnel. Right Now will be implemented in the fall.
 - Steve Frazee reported that they are in the process of dedicating a room to use media capabilities. All necessary equipment has been ordered.
 - Dennis Fehr reported that some faculty in the School of Art are resistant to moving forward with distance education courses. One battle seems to be the association of distance education courses with approaches such as that of the University of Phoenix.
 - Sam Segran has been working with University College’s call center where we can officially monitor calls for quality control. Most calls are related to our K-12 program.
 - Kent Wilkinson reported on a successful video conference with the University of London.
 - Carla Myers reported that a decision has not been made as to the process for saving or retrieving the video streams with regard to their TechLink System’s videoconference classes.
 - University College is still working on a Budget for FY11. We expect that we will be undergoing some budget reduction.

Matt Baker thanked everyone for their hard work. The meeting was adjourned at 1:10 p.m.