Distributed Learning Council (DLC)
University College, Room 103A
July 19, 2010

Minutes

Members Present: Matt Baker, Hansel Burley, Dennis Fehr, Mary Fehr, Karissa Greathouse, Fred Hartmeister, Sherry Herzog, Bob Hickerson, Patrick Hughes, Hossein Mansouri, Julie Martenson, Michele Moskos, Valerie Paton, Jean Scott, Rosslyn Smith, Kimberly Vardeman, Vicki West,

Members Excused: Kathy Austin, Ariel Fernandez, Sarah Foley, Steven Fraze, Glenn Hill, James Hoffman, John Kobza, Isis Leslie, Melinda Jones, Amy Murphy, Carla Myers, Vickie Sutton, Suzanne Tapp, Patricia Watson, Kent Wilkinson

Guest: Kent Towns

Matt Baker welcomed everyone to the DLC Meeting.

Information Items

1.   SPAR – UC – Matt Baker
Matt Baker reported that the University College SPAR has been uploaded to the Strategic Plans & Assessment Report site. Baker commended Rosslyn Smith for her diligent work on SPAR and noted that the majority of the numbers look very positive.   Baker asked the DLC members to continue to encourage those individuals entering data to double-check for accuracy. Baker also reported that we are excited about the new university strategic plan and the streamlining of reporting.

Action Items

2.   Approval of Minutes of April 19, 2010 and June 21, 2010 (Attachment #1)
A motion was made by Hossein Mansouri and seconded by Kimberly Vardeman to approve the minutes from April 19, 2010 and June 21, 2010 as distributed. Motion passed.

Discussion Items

3.   Process and Procedures for Scheduling Video Conferences and Video Courses – Kent Towns
Matt Baker introduced Kent Towns and asked him to share with the DLC members the processes and procedures needed in order to deliver Interactive Video Conferencing to students. Towns began by explained that an end-site is the location where a course is being delivered. TTU has put a lot of thought into the technology and personnel needed to ensure successful delivery of instruction to end-sites.

IVC Process and Procedures:

- Department decides to offer course via IVC.
- Department finds a location with the technology/equipment needed.
    - o   This could be, for example, a Regional Service Center or University that is partnering with TTU.
- Department requests IVC Site Certification (if new).

- o   Go to: www.net.ttu.edu/video to find forms and other information.
- Department submits course scheduling requests through University College. Requests should be sent to the attention of Sherry Herzog.
- Once approved, the course is scheduled by the IT Department.

For questions regarding curriculum, training for instruction, and other academic issues, contact Sherry Herzog at 742-7202 ext. 230. If you have a specific question related to technology for IVC, contact Kent Towns at 472-2908.

A brief period of questions and answers followed regarding recertification of IVC courses, grant considerations for new ITV rooms, and academic considerations. Matt Baker thanked Ken Towns for sharing this information with the DLC members.

4.   Deadlines for Scheduling IVC Classes – Bob Hickerson
Bob Hickerson stated that we struggle each term to get 100% of our courses properly scheduled. Scheduling problems occur when changes cannot be made after the course build deadlines have passed. Hickerson requested that a system and/or process be made available to request changes after the deadline has passed. Discussion followed regarding course deadlines, implications for course fees, summer certifications and new site complications. It was noted that we need to review the Banner billing cycles when building a course. It was determined that we need a small working group to make recommendations regarding deadlines for scheduling IVC classes. This working group will consist of Matt Baker, Patrick Hughes, Janessa Walls and Bob Hickerson.

5.   Approval of the Ed.D. in Higher Education Distributed Delivery – Valerie Paton
Valerie Paton reported that the Ed.D. in Higher Education was approved by the Distance Education Advisory Committee in April. The proposal was declared an "exemplary proposal" by the DEAC. Rosslyn Smith noted that this is the first time in the six years that she has served on this committee that a proposal has received this commendation. This proposal has broad based appeal and should be in very high demand.

6.   Status of the Ph.D. in Systems and Engineering Management Distributed Delivery – Valerie Paton
Valerie Paton reported that we are addressing questions concerning interaction and research with the committee regarding the proposed distributed Ph.D. in Systems and Engineering Management. Paton also noted that we have agreed to submit additional information on the program's instructional design to increase student interaction and mentoring research at a distance. Paton requested that DLC members utilize AAU and TTU's 55 peer institutions (in 2010-2011 Strategic Plan) for future doctoral proposals.

7.   DLC Membership (Attachment #2) – Matt Baker
Matt Baker asked the DLC Members to review the membership end dates on the attached DLC Membership Roster. If an appointment is ending on 9/1/10, the Dean of that college will need to either reappoint the same representative or appoint a replacement.

8.   DLC Future Meeting Schedule – Matt Baker
The Distributed Learning Council has been meeting on the 3rd Monday of the month since its inception. However, since Mondays are typically very busy, the 3rd Wednesday might be an option. No decision was made at this time.

Other

9. SACSCOC 5th Year Interim Report – Valerie Paton

The SACSCOC Fifth Year Interim Report requires significant detail about off-campus sites. Paton has requested that we not add any more off-campus sites until we complete the 5th Year Interim Report since it would be difficult to make all the required notifications prior to March 2011. Rosslyn Smith has done a tremendous job in providing narratives for the Report pertaining to Tech's off-campus sites. Paton noted that it is important that all of the findings submitted in the Report indicate how Texas Tech is improving. Paton will be working with the Deans of the Colleges and Schools as we develop the report. She recommends that distance and off-campus programs develop additional TracDat files to supplement the ones already developed for the face-to-face modality of each program.

10. Concerns and Updates
- Bob Hickerson reported on the status of the gifting of the Fredericksburg building.
- Hossein Mansouri reported that they have submitted three new concentration areas for the BGS.
- Fred Hartmeister reported that graduate student enrollment is up 212 and Summer II has increased 14%. All graduate numbers have increased significantly.
- Mary Fehr reported that a proposal for an on-line Ph.D. in Curriculum & Instruction has been submitted. The Texas Higher Education Coordinating Board has approved a proposal for an on-line Ph.D. in Higher Education.
- Patrick Hughes reported on behalf of Kathy Austin that the Research Committee has met to discuss various ways to support research on distributed learning topics. They will have a round table discussion in the Library in conjunction with the SPACE Exhibit. He also reported that the Academic Program Committee is in need of more members.
- Matt Baker reported that Steve McCleery, the President of New Mexico Junior College will visit TTU on July 28, 2010.
- Matt Baker thanked Rosslyn Smith for the leadership and contribution that she has made to DLC and University College. When her present duties conclude in early August, she will begin to work with Tibor Nagy to assist the Intensive English Program in securing specialized accreditation.

There being no further business, the meeting was adjourned at 1:35 p.m.