



MINUTES  
Distributed Learning Council (DLC)  
Wednesday, April 20, 2011

Members Present: Matt Baker, Hansel Burley, James Bush, Cliff Fedler, Mary Fehr, Sarah Foley, Karissa Greathouse, Melanie Hart, James Hoffman, Patrick Hughes, Susan Tomlinson, Julie Martenson, Melinda Mitchell, Michele Moskos, Carla Myers, Valerie Paton, Jean Scott, Kimberly Vardeman, and Kent Wilkinson

Members Excused: Kathy Austin, Don Collier, Steven Frazee, Sherry Herzog, Glenn Hill, John Kobza, Amy Murphy, Vickie Sutton, and Vicki West

Guests Present: Brent Guinn on behalf of John Kobza, Pat McConnel, and Rob Robinson

The meeting was called to order by Matt Baker at 11:30 a.m. Baker welcomed everyone to the DLC meeting and asked the members to introduce themselves.

#### Action Items

1. Approval of February 16, 2011 Minutes-Matt Baker (Attachment #1)

Huffman moved and Bush seconded to approve the February 16, 2011 DLC minutes as distributed. Motion approved.

2. GPIDEA Youth Development Proposal -Jean Scott (Attachment #2)

- Master of Science in Human Development and Family Studies with Specialization in Youth Development (M.S. in HDFS with Specialization in Youth Development)
- Youth Development Specialist Graduate Certificate
- Youth Program Management Evaluation Graduate Certificate

Scott presented the aforementioned proposals to the DLC members. Scott shared that the College of Human Sciences is presently offering the Master of Science in Human Development and Family Studies. Fehr noted that the Master's is a 36 credit hour program with two certificates that are 13 credit hours each. This proposal is to add the specialization in Youth Development through GPIDEA. Scott directed the DLC members to page eight of the proposal to review the requirements. Scott shared that the aforementioned proposals will be offered 100% online. Baker added that the partner institutions are listed on page five of the proposal. Baker shared that since there is an existing Masters program, he recommends approval at a staff level from the DLC members to move this to the Graduate School for Graduate Council approval. The DLC members unanimously approved to move this proposal forward.

#### Discussion Items

3. Future of Distance Education in Texas-Rob Robinson (via ITV from TTU Fredericksburg) (Attachment #3)

- Information:
  - Dr. Robinson is a member of DEAC and is the Assistant Vice Provost and Director of Educational Technology at the University of Texas at San Antonio
  - Nov. 2010 Report on Higher Ed Cost Efficiencies to the Governor  
<http://www.theccb.state.tx.us/lf/df/CostEfficiencies11.19.2010.pdf>

Baker welcomed Robinson to the DLC meeting and asked him to share with the members his perspective, as a DEAC member, regarding the future of distance education. Robinson shared that there are a number of things going on at the state and national level. Robinson noted that change is definitely coming with regard to BlackBoard and the support of hybrid and online courses. Robinson stated that TTU is on the same platform as UTSA. At present, UTSA is going through an assessment process in order to determine their next platform. Robinson shared that collaboration state-wide should be encouraged among institutions. Robinson noted that individuals and entities responsible for the care and growth of alternate delivery methods (online and hybrid), need to address cost efficiency, and driving down the cost points for students. DEAC needs to continue to maintain their role to ensure quality, support of students, and when appropriate, insert some reality checks. Robinson shared that, many times, policy makers tend to look at technology as the "silver bullet" without taking into consideration some of the implications of distance delivery methods. Robinson feels that it is DEAC's role to ensure that quality measures are taken into consideration.

Robinson shared that at the state level, the governor has gotten the attention of our institutions' chancellors and presidents with regard to the idea of offering a \$10,000.00 Baccalaureate Degree. UTSA has looked at the feasibility of offering a \$10,000.00 Baccalaureate Degree and determined that it would definitely be a challenge to keep this price point. Robinson noted that if the state chooses to build an institution for the specific purpose of delivering a 100% online degree program at this price point, it could probably be successful. However, asking existing institutions to consider delivering a \$10,000.00 Baccalaureate Degree, that have a three-part mission of research, instruction, and service, in addition to administrative reporting, would not be feasible.

The DEAC did a cost analysis of the SACS requirements and found there are numerous requirements that have cost implications. Robinson noted that the UT Board of Regents have recently formed two task forces that intersect cost efficiencies for blended and online delivery, which is indicative of present budgetary concerns. Robinson shared that the Coordinating Board's cost efficiency study addressed the idea for undergraduate students to have 10% of their course load delivered in a means other than classroom, i.e. study abroad, internships, online and hybrid. Robinson encouraged DLC members to review HB 1450. Robinson noted that from the Coordinating Board's perspective, DEAC has undergone a period of repositioning itself. In the past, DEAC served to push best practices, which was accomplished through institutional reports provided to the Coordinating Board in response to a set of questions conducted over a period of 10 years. At present, institutions no longer have to provide these reports, unless it is a new institution. Robinson shared that statistical information can be found on the Coordinating Board's website at: <http://www.theccb.state.tx.us/>.

Robinson then addressed the new federal regulations for distance education, stating that the July 1, 2011 deadline will be enforced. Robinson shared that these regulations are not new, but rather enforcement of regulations that were already in place. Robinson noted the importance of

institutions ensuring that they review every state's regulations as they vary drastically from state to state.

Some discussion followed with regard to the \$10,000.00 Baccalaureate Degree.

Baker thanked Robinson for addressing the DLC members.

4. Update on New Federal Regulations for Distance Education- Matt Baker (Attachment #4-5)  
Baker directed the DLC member's attention to the attached *Fall20JO Enrollment Report* and the spreadsheet showing the tracking to the states. Baker shared that the spreadsheet is simply a snapshot of where we are, who has been contacted, and whether or not TTU is in compliance at this time. Baker noted that the new federal regulations will change how we think about higher education in terms of marketing, recruitment, and physical presence. Baker shared that TTU will be held responsible in terms of compliance. Baker noted that one flag-ship in the state has hired two full-time attorneys to work on this issue for their institution. Robinson interjected that the University of Texas System office has "stepped up" and said that they would handle the new federal regulations for distance education for all of their universities. Robinson added that clinical and out-of-state internships will be affected. Baker shared that unfortunately many states are viewing the new regulations as a way to enhance their revenue. Although some states may charge nominal amounts, others charge anywhere from \$2,000.00 or more per program offered, or a percentage of tuition revenues received from students residing in the state.

Baker opened the floor to the DLC members and the following concerns were addressed:

- The future of TTU internships with regard to the new federal regulations.
- Concern with regard to the enforcement of the new regulations and the effective date of July 1, 2011.
- The possibility of TTU not enrolling out of state students in the future.
- SACS accreditation implications.
- Concern that students will lose their federal financial aid if TTU is operating in a state where TTU has not received approval.

Robinson added that institutions must work toward compliance and good faith efforts.

Baker shared that every faculty member at TTU needs to be informed of this issue and has asked the deans of the colleges to disseminate this information at the program level. Baker noted that he will keep the DLC members apprised and that at some point; TTU's legal team will need to review the new federal regulations and provide counsel.

5. UC Guidelines for Conducting Research at Off-Campus sites-Matt Baker (Attachment #6)  
Baker shared that the University College guidelines for conducting research at off-campus sites will simply serve as a communication policy. Baker noted that although we want students to feel at home at the off-campus sites, there is a need to communicate with staff due to the limited staffing at off-campus locations.
6. Serving and Recruiting Active Duty Military and Veterans within Distance Education-Matt Baker (Attachment #7)

Baker shared that at the direction of Chancellor Hance, University College has undergone a number of external reviews. Dr. Richard Novak from Rutgers prepared the *Distributed Learning Program Review* and Novak's final report was shared with the DLC members at the November 17, 2010 meeting. In addition to the *Distributed Learning Program Review*, Noel- Levitz was asked to conduct a review of the TTU Fredericksburg site and the final report was presented to DLC members at the January 19, 2011 meeting. In addition to the aforementioned reviews, University College also underwent an IT review which has proven extremely helpful with regard to TTUISD. Baker noted that the attached *Custom Research Brief* dated April 8, 2011 with regard to "Serving and Recruiting Active Duty Military and Veterans within Distance Education" was conducted by the Education Advisory Board in Washington, D.C. and will be helpful in determining best practices for growing our distance program for active duty military and veterans.

7. Checklist for Evaluating Online Teaching-Mary Fehr

Fehr shared that the TLTC Instructional Design Team has created a *Checklist for Evaluating Online Teaching*. Fehr shared that this checklist will also be helpful for designing or revising an online course. To review this form, go to:

[http://www.tltc.ttu.edu/content/asp/Distance Learning/ChecklistForOnlineTeachingEvaluation.rtf](http://www.tltc.ttu.edu/content/asp/Distance%20Learning/ChecklistForOnlineTeachingEvaluation.rtf).

8. Quality Matters – Mary Fehr

Fehr shared that *Quality Matters* (QM) is back. *Quality Matters* is a nationally recognized, faculty-centered, peer review process designed to certify the quality of online courses and online components. Fehr noted that the TLTC has renewed its subscription and commitment to QM. Fehr encouraged DLC members to consider training someone from their respective college to be a Peer Reviewer. Associated costs will be \$500.00. For questions, contact Fehr at [mary.fehr@ttu.edu](mailto:mary.fehr@ttu.edu). You can find additional information about QM at <http://www.gmprogram.org/about>.

9. Quality Scorecard for the Administration of Online Education Programs – Mary Fehr

Fehr shared that she has participated (along with Baker and other distance learning administrators across the nation) in creating the SLOAN Consortium's *Quality Scorecard for the Administration of Online Education Programs*. Fehr noted that this scorecard may be useful to faculty at TTU. You can view the scorecard at [http://sloanconsortium.org/quality scoreboard online program](http://sloanconsortium.org/quality_scoreboard_online_program). Fehr shared that she is also a contributing author of a handbook that is being published by Sloan-C to accompany the scorecard. The handbook will include more information on each criterion, best practices, examples, and references to the literature of online education. The project was directed by Dr. Kaye Shelton and the handbook will be available online and in hard copy soon.

Baker thanked Fehr for her leadership in this area and for the quality programs that the TLTC provides.

10. Academic Testing Services – Update on Proctoring of Exams for Distance Education-  
Pat McConnel {Attachment #8}

McConnel thanked DLC members for the opportunity to report and discuss changes in the proctoring of distance exams. McConnel directed the members' attention to the draft of a syllabus statement for faculty that was presented to Academic Council on January 18, 2011.

McCo mel shared that Paton is presently in the process of developing policies for the proctoring of distance exams and as those policies are developed she will share them with the DLC members. McCo mel reminded the members that if they are planning on using Academic Testing Services (ATS) facilities, to contact her by the end of the month in order to address any seating issues that may arise. McCo mel shared that more information will be forthcoming and presented at the Associate Dean's Meeting and Academic Council.

#### 11. Global Fees- Valerie Paton

Paton shared that she is presently in the process of working on policy for final exams. However, she cannot proceed in writing this policy until the Board of Regents meet to determine the newly proposed distance learning global fee. Paton hopes that the new distributed learning fee, if approved, will provide another revenue source in order to address proctoring issues for on-campus students. Paton shared that once the new policy statement is written; it will be shared with DLC members and taken to Academic Council. The new policy will align with Operating Policies and will hold faculty accountable for the assessment of students as this is a faculty responsibility. Paton shared that University College was approved by the Board of Regents in 2007 with the expectation for a universal distributed learning fee and a revenue sharing line. However, the aforementioned items have not been fully implemented and have hurt the university's ability to support infrastructure for online learning. Paton noted that on the global fee document, at this point, there is a distributed learning fee that will be charged to all course sections that are coded as other than face-to-face and electronically delivered 50% or more. Paton added that course redesign will not be included in this fee. Paton said that the implementation of the new distributed learning fee is needed in order to support distance learning associated costs that cannot be supported by the colleges, i.e. Coordinating Board standards, implementation of principles of good practice, SACS and SACS standards, and Department of Education standards. Paton shared that in order to pay for an infrastructure to house distance education in the colleges, there is a need to address some institutional needs and it is hoped that the new distributed learning fee will meet these needs. Paton noted that if the new distributed learning fee is approved by the Board of Regents, it will go into effect Fall 2011. Paton also shared that although she wrote the policy to exclude students who have a Lubbock-based location code, when it filtered up to Kyle Clarks' level the fee was changed to include all courses that are electronically delivered, 50% or more, no matter what the student's location code. Paton noted that this is not her preference and she is afraid that there may be some "fall out" to this decision.

Paton also shared that at the system level, it is believed that lower division students should be learning face-to-face and should not be enrolled in online learning courses. Paton noted that online self-regulation research shows that entry level freshmen have lower online self-regulation compared to graduate students. Paton shared that courses should be tailored with curriculum solutions for students, based on a student's online self-regulation. Paton added that a student's online self-regulation is maturing over time with a student's experience and courses should be developed with a curriculum match. Paton also stated that it is important for the DLC members to understand the differences of course redesign, hybrid, and online delivery methods and educate audiences of these differences.

In closing, Paton shared that she will report back to the DLC members with regard to the Board of Regents decision regarding the proposed distributed learning fee and how the revenue from this fee will be utilized.

## Information Items

### 12. Staff Approval of Ph.D. in Counselor Education – Partial Delivery in the Amarillo Area- Matt Baker

Baker shared that he has worked closely with the faculty in the College of Education to develop a quality program to be offered in Canyon, Texas. Baker has approved this program at the staff level since TTU will have less than a 25% presence at West Texas A&M. Paton noted that she just submitted a notification to SACS. Burley added that he hopes to have this program launched by Fall 2011.

### 13. Closure of TTU at Amarillo Site – Matt Baker

Baker informed the DLC members that the TTU Amarillo site was closed on February 28, 2011. Baker added that the TTU Amarillo site was started as an engineering center and it has served its purpose well. Paton added that notification of the TTU Amarillo closure was distributed this morning.

## **Other**

### 14. Distance Education Conference – Rob Robinson

Robinson invited the DLC members to attend the *7th Annual Innovations in Online Learning (IOL) Conference* to be held May 25-27, 2011 at the Hyatt Regency Hotel (River Walk) in San Antonio, TX. To register for this conference go to: <http://www.iolconference.org>.

### 15. *Success by Degree* – Matt Baker

Baker shared that University College is working with AcademyOne with regard to THECB's pilot program, *Success by Degree*. The first-year pilot will include a consortium of eight Texas higher education institutions including: Texas Tech University, University of North Texas System, Lamar University, University of Houston-Downtown, University of Houston-Clear Lake, Midwestern State University, University of Texas at Brownville, and Texas A&M University-Commerce. Baker noted that our challenge from the Coordinating Board is for TTU to be the first institution of those participating in the program to complete this project.

### 16. Resignations – Matt Baker

Baker shared that he will be resigning as Dean of University College and transitioning to his faculty role as Professor in the Department of Agricultural Education and Communications at CASNR effective May 31, 2011. Baker noted that he will be on sabbatical in the fall. Baker hopes that an Interim Dean will be announced soon.

Baker shared that Dr. Patrick Hughes will become the Associate Vice Provost for Undergraduate Education effective May 31, 2011. Hughes will be splitting his time 50/50 between University College and his new role as Associate Vice Provost during the month of May.

Baker also shared that Dr. Sherry Herzog has announced her resignation and retirement to become effective April 30, 2011. Further, Holly Watson has also announced her resignation from TTUISD effective April 15, 2011.

Baker noted that there are a lot of good individuals who will continue the work of University College. Baker added that although there have been rumors of the college closing, the Provost and President is not aware of this happening.

Paton shared that the Provost has been asked to provide a budget for University College for FY12. Paton added that as of today, University College has a significant positive fiscal environment which is credited to Baker's leadership. Paton noted that although there are many unfounded rumors, University College is fiscally sound.

There being no further business to come before the DLC members, the meeting was adjourned at 12:50 p.m.