



## MINUTES

Distributed Learning Council (DLC)

Friday, October 21, 2011

Members Present: Kathy Austin, Matt Baker, Hansel Burley, James Bush, Mary Fehr, Sarah Foley, Karissa Greathouse, Donna Hamilton, Melanie Hart, James Hoffman, Julie Martenson, Pat McConnell, Melinda Mitchell-Jones, Carla Myers, Sam Oswald, Nicci Price, Kate St. Clair, Robert Stubblefield, Vickie Sutton, Marcus Tanner, Susan Tomlinson, Kimberly Vardeman,

Members Excused: Don Collier, Cliff Fedler, Robert Gonzalez, Glenn Hill, Michele Moskos, Amy Murphy, Valerie Paton, Vicki West, and Kent Wilkinson

Guests Present: Karen Alexander on behalf of Jean Scott, Kari Dickson on behalf of Rial Rolfe, and Brent Guinn on behalf of John Kobza

The meeting was called to order by Carla Myers at 12:30 p.m. Myers shared that Paton was attending the Fall Accountability Meeting at THECB. Myers welcomed everyone to the DLC meeting and asked them to introduce themselves.

### Action Items

1. Approval of September 29, 2011 Minutes – Carla Myers (Attachment #1)  
Motion made by Bush and seconded by Austin to approve the September 29, 2011 minutes as written. Motion approved.

### Discussion and Information Items

2. THECB Learning Technology Advisory Committee - Formerly the Distance Education Advisory Committee (DEAC) – Matt Baker (via PolyCom) (Attachment #2)  
Baker shared that on August 29, 2011 the Learning Technology Advisory Committee (LTAC) recommended the following distance programs:
  - Ed.D. in Educational Administration from TAMU-Commerce
  - Doctorate in Nursing with a major in Nursing Practice from UTMB
  - Ph.D. in Learning Technologies from UNT
  - Ph.D. and Ed.D. with a Major in Educational Administration from UNT

Baker noted that he is serving on a special task force chaired by Randy McDonald of SFASU to revise the Principles of Good Practice for the state with regard to distance education.

Baker provided a copy of the Fall 2011 Learning Technology Advisory Committee members.

3. RightNow Update (Inception to 8/31/11) – Michele Moskos  
Moskos shared that RightNow is a customer service relations management system. In April 2011 a feature in RightNow was implemented in order to track program inquiries and assist with

recruiting efforts. For more information about RightNow contact Moskos at [michele.moskos@ttu.edu](mailto:michele.moskos@ttu.edu).

4. Quality Matters Update – Mary Fehr (Attachment #3)

Mary Fehr gave an update on the **Quality Matters Initiative**. *Quality Matters* is a nationally-recognized, faculty-led peer review process for online and blended courses. Courses that have been reviewed and certified by *Quality Matters* (QM) are widely recognized for their excellence. TTU has an institutional subscription to QM, provided by the TLPDC (formerly the TLTC), and the College of Education is leading the way with a strategic, systematic implementation of QM. With funding from the Department of Curriculum and Instruction, the first *Quality Matters* training was held on August 26, 2011. This all-day training, titled “Applying the Quality Matters Rubric,” was presented by a certified *Quality Matters* trainer. Registration for this session for 30 participants filled in fewer than 48 hours, demonstrating the College of Education’s faculty commitment to creating the best online and blended courses possible. Faculty feedback was extremely positive and many commented how much the training will help them in developing online courses. From the participants in this initial training, five have been selected to continue QM training to become certified QM Peer Reviewers. Three more *Quality Matters* trainings will be provided for College of Education faculty this year. By building this kind of infrastructure of trained reviewers, TTU can position itself to create top-notch online and blended courses and to conduct QM reviews and certify courses at a reduced cost. Fehr is documenting this project to create a model that can be easily replicated in other academic units at TTU. Watch for more updates as this project continues! For more information, contact [mary.fehr@ttu.edu](mailto:mary.fehr@ttu.edu).

5. Learning Management Software Product Fact Finding Results – Kathy Austin

Austin made a formal announcement that the university will move to *Blackboard Learn 9*, beginning with pilot activity during spring and summer of 2012, and full production in Fall 2012. *Blackboard Learn 9* was the product selected by a representative group of faculty and staff that reviewed options, and elected to continue with our current contract, upgrading to the new product. Austin noted that this version will offer faculty and students extremely sophisticated features and options. If you would like to participate in a pilot program contact Karissa Greathouse at [karissa.greathouse@ttu.edu](mailto:karissa.greathouse@ttu.edu).

6. Web Content Management Product Selection – RFP Results – Kathy Austin

Austin shared that all proposals have been collected for the selection of a new web content management system. The new system will integrate with both Banner Student and Banner Finance. Austin noted that she hopes to have the final decision at the next DLC meeting and is planning for a simple migration process, as much as possible. As a related topic, Austin announced a new initiative for technology and accessibility concerns and noted that she will rely on the DLC, as well as the Sowell Center (College of Education), to advise the group on distance learning matters. The Accessibility Compliance Team (ACT) is comprised of Student Disability Services, TLPDC, TTU Commission for the Blind, Technology Support, IT Help Central, and the TTU Office of the CIO.

7. Interactive Course Coding – Nicci Price

Price shared that with the assistance of Enrollment Services at University College, the Office of Academic Support and Facilities Resources (ASFR) launched a new tool to assist colleges in properly coding courses. The tool can be accessed on the ASFR Website or by visiting <http://www.depts.ttu.edu/asfr/course-guide/>. Additionally, ASFR hired a new distributed

learning Coordinator, Kate St. Clair. St. Clair will serve as a resource to colleges who may have questions on coding distributed education courses. Price shared that if you have any questions or need assistance in facilitating issues related to distributed learning you can contact St. Clair via email at [kate.st-clair@ttu.edu](mailto:kate.st-clair@ttu.edu).

8. Complaint Process Website/New Federal Regulations in Distance Education – Carla Myers

Myers shared that University College Enrollment Services, in collaboration with the Office of Student Affairs, the Office of Financial Aid and the Office of Legal Counsel, created a website outlining the official complaint process for students enrolled in distributed education courses or programs. The website is accessible on the bottom right corner of all Regional Site Websites, on the University College Website or by visiting:

<http://www.depts.ttu.edu/distancelearning/complaint-process/>.

9. New Principles of Good Practice (ePGP) Process – Carla Myers

Myers shared that Enrollment Services at University College launched a pilot version of the Electronic Principles of Good Practice (ePGP) Form. The electronic authorization process will be tweaked for Spring 2012. Instructors will be asked to electronically verify that their course meets the Principles of Good Practice criteria. Every semester, an initial reminder will be disseminated to the instructor within a week after the ability to add courses into Banner has closed.

**Other**

10. Sloan-C – Carla Myers

Myers shared with the DLC members that Texas Tech University has become a member of Sloan C. Membership will provide access to online courses as well as opportunities to publish in a peer-review journal. Recommended reading: “Quality Scorecard for the Administration of Online Programs – A Work in Progress” can be found at the below link:

[http://sloanconsortium.org/quality\\_scoreboard\\_online\\_program](http://sloanconsortium.org/quality_scoreboard_online_program).

There being no further business to come before the DLC the meeting was adjourned at 1:30 p.m.