



MINUTES
Distributed Learning Council (DLC)
Friday, December 9, 2011

Members Present: Hansel Burley, James Bush, Cliff Fedler, Mary Fehr, Sarah Foley, Karissa Greathouse, James Hoffman, Pat McConnell, Michelle Moskos, Amy Murphy, Carla Myers, Sam Oswald, Valerie Paton, Nicci Price, Rikki Rolfe, Jelm Scott, Kate St. Clair, Robert Stubblefield, Marcus Tanner, Kimberly Vardeman, Vicki West, and Kent Wilkinson

Members Excused: Matt Baker, Don Collier, Rohan Gonzalez, Oonna Hamilton, Glenn Hill, Julie Martenson, Melinda Mitchell-Jones, Vickie Sullivan, Susun Tomlinson

Guests Present: Brent Guinn on behalf of John Kobza, Vavid Roach on behalf of Melanie Hatt, and Allen Young on behalf of Kathy Austin

The meeting was called to order at 12:30 p.m. by Valerie Paton. Paton welcomed the DLC members and asked the members to introduce themselves.

Action Items

1. Approval of October 21, 2011 Minutes- Valerie Paton (Attachment #1)
Motion was made by Cliff Fedler seconded by Hansel Burley to approve the minutes as distributed. Motion passed.

Discussion and Information Item

2. Notification of IMBA-Debbie Laverie and Steve Duchheit
Paton introduced Laverie to address notification of the IMBA. Laverie shared that the IMBA is an executive-style International MBA program based on a format that minimizes time away from work and family but maximizes the impact of classroom instruction. The rigorous, 20 month program involves technical, experiential material delivered electronically and six modules of in-class instruction devoted to interactive, case-method instruction in the core disciplines of accounting, information systems, finance management and marketing. The program emphasizes the analysis and consideration of both quantitative and qualitative issues in realistic business situations in the energy industry. Duchheit shared that program videos will "roll out" monthly and can be viewed at: www.rawlji.mba.com. Duchheit noted that video and online materials will be an important teaching tool that supplements in-class instruction. Laverie added that they used existing curriculum and then developed several new courses (ENCO 5373, ENCO 5315, MKT 5353, and BA 5399) that have been approved for the IMBA.
3. Five Year Summary of the Distance Learning Survey-Sattler and Kevin DuPree (Attachment #2)
Paton introduced Sattler and DuPree to review the Distance Learning Survey of TTU's Distance and Off-Campus Student Five Year Data. Paton noted that the inclusion of hybrid students in the

past year normalized the data to look more traditional in nature, makes the population younger, and changes student responses from what you would find with 100% online students.

Sattler shared that there are five main sections of the survey which include demographics, educational history, program satisfaction, perceptions of online course communication and collaboration, and self-regulation in online learning. Sattler and DuPree reviewed survey results with DLC members per the attached power point presentation. For more information about the five year survey contact either Sattler or DuPree at the Office of Planning and Assessment by calling 742-1505 or via email (sabrina.sattler@ttu.edu) or devin.dupree@ttu.edu).

4. International Experience- Kent Wilkinson (Attachment #3)

Paton introduced Wilkinson and asked him to share with DLC members about his experience with LYNC. Wilkinson shared that he recently had the opportunity to serve as a visiting faculty member in Paris, France. Wilkinson gave six guest lectures at the University of Paris III and also conducted a bi-weekly connection to his fall graduate seminar in Lubbock via PolyCom software. LYNC provided Wilkinson the opportunity to chat, speak, and even share his computer screen with IT personnel at TTU in order to resolve firewall issues in France. Wilkinson shared that during the semester, students at Goldsmith's College in London and students in Lubbock collaborated through online forums and organized groups in order to arrive at a conference theme to hold a two-hour virtual academic conference focusing on international communication which was held on December 6, 2011. Wilkinson noted that this was the final semester of the Lubbock-London learning collaboration which resulted in a published article entitled, "Transnational Communications in Action: A Critical Praxis". For a copy of the article email Wilkinson at kent.wilkinson@ttu.edu

5. Principles of Good Practice-Carl Myers

Myers provided an update regarding the new electronic Principles of Good Practice process (ePGP). Myers noted that the new ePGP form has been finalized and implemented. Myers shared that coordinating board guidelines have been reviewed in order to ascertain procedures which must be followed. Myers noted that a letter explaining the new ePGP process will be forthcoming. The Teaching Learning and Professional Development Center has uploaded a checklist for faculty which can be found at: http://www.tlpd.ttu.edu/content/asp/Distance_Learning/ChecklistForOnlineTeachingEvaluation. In closing, Myers stated that POP issues will be continually addressed to ensure compliance.

6. Texas Distance Education Approval Process - Carla Myers (Attachment #4)

Myers shared that University College on behalf of TTU contacted the appropriate state agencies via certified mail on March 22, 2011 in order to respond to the Code of Federal Regulations [34 C.F.R. § 600.91 commonly referred to as *Federal Regulations on Distance Education*. Myers noted that as states began to respond to TTU's request, the cost of compliance varied greatly from state to state. Paton added that state authorization needs to be reviewed prior to admitting any out-of-state student. The consequences of admitting out-of-state students could result in exorbitant costs to the university from many states. Myers directed the member's attention to the attached document from the Texas Higher Education Coordinating Board which outlines the approval process for out-of-state institutions offering online courses and programs to Texas residents.

7. Future Committee Assignments -Carla Myers

Myers shared that at the September 29th OLC meeting an Academic Sub-Committee was formed. Myers noted that in the near future, OLC members will be receiving a request to serve on one of the following sub-committees:

- Regional Sites Sub-Committee
- Research & Scholarship Sub-Committee
- Faculty Development Sub-Committee
- Quality Assurance Sub-Committee

If you would like to serve on one of the aforementioned sub-committees, contact Myers at carla.myers@ttu.edu. Myers hopes that sub-committees could be organized to begin meeting in the Spring 2012 semester.

8. \$10,000 Degree Working Group- Valerie Paton

Paton directed the OLC member's attention to the attachment from WCET. Paton noted that dialogue is taking place across the nation regarding the feasibility of offering a \$10K baccalaureate degree. Paton believes that offering a \$10K degree is a direct attack on faculty tenure as it costs approximately \$10K to develop instructional support for a four-year degree. Paton quoted William Powers, Jr., the President at the University of Texas at Austin as saying, "we can offer a \$10K degree only with significant subsidies from the state." Paton added that a fundamental concern with a \$10K baccalaureate degree is that it would sacrifice academic quality for affordability and cannot be accomplished via distance education. Paton opened the floor for discussion/ideas as to how a \$10K degree might be offered. Responses included:

- Use special instruction fees and waive fees to offset direct costs
- Possible waive of IT fee if appropriate
- Designated tuition might be used for costs
- Adjust mandated tuition costs
- Use of distance learning to scale out learning
- Discuss the cap for online courses at TTIJ
- Not feasible with the cost of college development and production

If you would like to serve on a working group to discuss the feasibility of a \$10K degree at TTIJ contact Paton at valerie.paton@ttu.edu.

9. Online Major Code.- Valerie Paton

Paton shared that proper coding of online majors has been a challenge for the past decade. At present, major codes are being identified for each degree that has an online offering (50% or more). Paton used the Ed.O. in Educational Leadership as an example to talk about this issue since this degree can be earned face to face as well as at Angelo State. Paton shared that all approved online degree programs need to have a specific major code. Online major codes would allow the university to know, from inception, whether or not the student is enrolling for face-to-face or online. Paton shared that without an online major code, the university has to rely on an analysis of the pattern of attendance, looking at course modality in order to determine how the student is predominantly enrolled. If you would like to serve on a working group to resolve this issue, kindly contact Paton at valerie.paton@ttu.edu.

10. Thank you to DLC members - Valerie Paton

Paton thanked the OLC members for their service on this council and gave each member a University College pen as a special "thank you". If you missed the 12/9/11 DLC meeting, a pen will be sent to you via campus mail.

Other

- Paton shared that the DT, C and TrU Deans approved a \$30.00 per course Special Instruction Fee (SIF) for all courses coded IDE. Paton noted that the combination of the IT Fee and the SIF will provide adequate funding to fund the institutional responsibility for distance learning. Paton noted that due to various state and federal regulations for certification and regulatory requirements for distance learning, University College's role in ensuring compliance is extremely critical. Recent bills passed in the Higher Education Opportunity Act address authentication of the user, gainful employment, and state authorization. Further, the accreditation environment (SACS) requires a distance learning response that every standard is implemented and verified. Paton asked DLC members to share with their respective Dean that distance learning is the most regulated credit hour in American higher education which requires a lot of administrative work in order to support distance learning. Paton concluded by saying that financial reports will be brought before the DLC to show how funding from the \$30.00 SIF is being utilized.
 - o *Update: Please be advised that on 12/12/11 the Provost Office was notified that the amount of SIF was "not" met on TDE courses per a decision made by the CFO.*
- Paton reminded DLC members that Kate St. Clair's primary role in ASFR is to ensure proper coding and labeling of all distance learning (TOE) courses.
- Price stated that as of Fall 2011, TTU is fully compliant with regard to Principles of Good Practice (PGP), due to the new ePGP process.

There being no further business to come before the DLC the meeting was adjourned at 2:00 p.m.