



TEXAS TECH UNIVERSITY

Office of the Provost

# Office of Online Compliance & Regulation™

Review of September 2013 Minutes – Justin Louder

## MINUTES

Distributed Learning Council (DLC)

*Friday, October 18, 2013*

**Members Present:** Matt Baker, Karissa Greathouse, Melanie Hart, Glenn Hill, Justin Louder (chair), Pat McConnel, Catherine Parsonault, Jean Scott, Kimberly Vardeman, Vicki West, Kent Wilkinson, and Debra Banker via Lync.

**Members Excused:** Kathy Austin, Cathy Duran, Gary Elbow, Clifford Fedler, Robin Lock, Julie Martenson, Peggy Miller, Vickie Sutton, Robert Gonzalez, Kate St. Clair, Nancy Slagle, Lewis Snell, Robert Stubblefield, Suzanne Tapp, and Fernando Valle.

**Guests Present:** Sarah Foley on behalf of Patrick Hughes, Kari Dickson behalf of Rial Rolfe, Tom Dolan, David Johnson, and Dianne T. Reyes

The meeting was called to order at 12:43 p.m. by Justin Louder. Louder welcomed the DLC members and informed DLC members that the November and December DLC meeting will be canceled due to the November WCET Conference and December is during finals.

1. Action Items (Attachments 2 and 3)
  - a. Dr. Parsonault noted a correction needed to be made to “SACS-COC.” The correct acronym is “SACSCOC”, which removes the hyphen.
  - b. Glenn Hill moved and Jean Scott seconded to accept the minutes with revisions as noted by Dr. Louder. Minutes approved.
2. Discussion and Information Items (Attachments 4 and 5)
  - a. Dr. Louder updated committee on Principles of Good Practice for Online Learning (PGP) which is on the Distance Learning website. He asked all colleges who teach online hybrid classes to certify their classes every semester. Our target is 100%, but right now we are at 96%. To reach the goal it takes about 4-5 emails from our office then he has to email Associate deans.
  - b. Dr. Louder opened up the discussion to members regarding what the colleges are saying about certification and what we might need to do

differently to get them to 100% compliance. Various members mentioned that there are many more courses now. It is a different process and maybe we should have to fill PGP out prior to the class starting, so that if there's no PGP then no course.

- c. Dr. Louder reported that we no longer have to submit an annual report to the Coordinating Board but if a report is requested, we will already have the information needed. Dr. Louder has talked to the Provost Office about adding this form to new course approval document
- d. Also, regarding ADA, it would be nice to put something together for department chairs as a reminder.
- e. Website
  - i. Dr. Louder said website has been updated and we are working on regional sites.
  - ii. Can we get key telephone numbers like business services or library for distance learners to call a central place for resources?
  - iii. Several of the members mentioned that they have resources available to distance learners via Blackboard.
  - iv. The biggest concern is that distance learners don't know who to contact for issues and questions.
  - v. Much discussion amongst members was held regarding resources for distance learners.
  - vi. Kari Dickson/TTUHSC, stated that their distance learners are directed where to go once they login.
  - vii. Sara Foley said that she enrolled all her non-academic distance students and they are directed via email to a website and a chat session open for those interested.
  - viii. Dr. Louder also mentioned that an Online Orientation is a requirement at other universities.
- f. Other Updates
  - i. Dr. Louder updated the committee on TTU Waco: they now will be offering Bachelor of Arts & Science in Biology at McLennan Community College. Regional Notifications have been sent out for Waco.
  - ii. Regional Notifications also have been sent out, offering Creative Writing in the spring at Highland Lakes and Fredericksburg.

### 3. Open Discussion

- a. Jean Scott reported that they will be offering Human Sciences degree in Early Childhood and additional undergraduate degrees.
- b. Matt Baker reported that the joint doctorate in AG Ed with TAMU is considering developing a new PhD to be offered along with the EDD.

- c. Kimberly Vardeman, reported that the Library already has a page for eLearner's and is available to anyone with an eRaider ID.
- d. Melanie Hart, possibly looking at putting in minors, some classes only for truly online distance classes a couple weeks prior to open to all students.
- e. Dr. Parsonneault reported approval from Board of Regents (BOR) for a PhD in Educational Leadership, TTU is the first in the state.
- f. Dr. Louder, Provost special committee will submit the white paper after board meeting.
- g. TTUS BOR approval the BAAS degree at ASU new online degree.
- h. Debra Banker, representative from ASU, reported that ASU is in process of training all faculties to apply online and hybrid by end of year (2013), university wide.

4. Meeting was adjourned at 1:29 p.m.