

Distance Learning Executive Committee
Agenda
September 17, 2007

Approval of minutes of May 17, 2007

Reports from Working Groups

Faculty Handbook and DL Website—Moskos
Processes and Procedures—Paton
Strategic and Academic Plan—Stewart

ePGP form—Moskos

IVC Course Scheduling Calendar--Paton

IT updates—Austin

- Content Management System update
- Enhanced TechAnnounce system
- Banner updates (Xtender, Student Go-Live, Portal)
- FYI – IRB data collection guidance document
- Identity Theft Roundtable

ODE and DOCS

Other

DRAFT Distance Learning Executive Committee
September 17, 2007
Provost's Conference Room ADM 104

Attendees: Stephanie Anderson, Kathy Austin, Cynthia McKenney for Matt Baker, Joe Claudet, Fred Hartmeister, Bob Hickerson, Lynn Huffman, Jon Hufford, Michele Moskos, Carla Myers, Valerie Paton, Rosslyn Smith, Rob Stewart, Vickie West and Jeff Woldstad.

Absent: Sam Segran

Minutes: Rosslyn Smith asked that everyone take a moment and review the minutes from the May 21, 2007 meeting, if there are any corrections or changes to be made forward them to her.

Dr. Rosslyn Smith welcomed everyone back after summer break and asked that everyone introduce themselves to the group. New members, Fred Hartmeister of the Grad School and Jeff Woldstad from Engineering were introduced.

Working Group Updates -

Process and Procedures: Valerie Paton handed out a list of the most current action items, recommendations and persons responsible for addressing those items. As soon as an item has been completed it's removed from the list and new items are added. Valerie asked that the list be reviewed and note the assignment changes, these changes coincide with the changes in board members.

Strategic and Academic Plan: Rob Stewart had copies of the final draft for the Texas Tech University Distance and Off-Campus Instruction Strategic Plan for all to review. Rob thanked both Bob Hickerson and Valerie Paton for all their hard work to complete the plan for review by the board members. Rob strongly suggested that each member read through the plan and send any final edits to him, as soon as possible, so the assessment process could begin.

Dr. Smith suggested that prior to posting the strategic plan on the DL website, allowing Jeff Woldstad and Fred Hartmeister the opportunity to review the plan and address any questions they may have at the next distance learning committee meeting.

IVC Course Scheduling Calendar --

Valerie also handed out copies of the IVC Course Scheduling Calendar for 2007-08 and reminded everyone the deadline for spring 2008 courses was fast approaching.

IT Updates –

Content Management System update: Dr. Kathy Austin reported the TTU System group continued to experience stability problems with the Luminis Web Content Management System. As a result, the TTU CIO has elected not to mandate the system for web management; his office will review in another year. For those departments that would like to use/learn the system, Technology Support offers training and consultation. For assistance, you can contact Allen Young at 2-2904.

Enhanced TechAnnounce system: Dr. Austin reported the new and merged TechAnnounce system would go online in two weeks. Based on several years of TechAnnounce submissions and input from the TTU community, message categories have been developed and TTU faculty, staff, and students can “opt-in/out” of message categories.

Banner updates (Xtender, Student Go-Live, Portal):

- Xtender, the imaging system that will replace TechFile, will be put into production this fall. Key groups are being trained now and document conversion is underway.
- The Banner student module implementation is on schedule; data migration and testing has gone well.
- Dr. Austin suggests that the group invite Julian Hooker to the next DLEC to demonstrate the new portal and obtain the group’s feedback on content and design. Dr. Smith requested that Kathy facilitate this as an agenda item for October.

FYI- IRB data collection guidance document:

The TTU Office of the CIO has been collaborating with the Institutional Review Board to create online data collection guidelines for researchers.

Identity Theft Roundtable: Dr. Austin provided copies of the post card being mailed out to announce the Identity Theft Roundtable hosted by the Office of the CIO on September 19.

Faulty Handbook: Michele Moskos reported the handbook is complete and is in the queue for putting up on the web site.

Other issues: Dr. Smith reminded everyone to make their calendars for Outreach & Distance Education’s building dedication on October 11 at 10 o’clock in the morning.

The meeting was adjourned.