

Distance Learning Executive Committee
Agenda
October 15, 2007

Approval of minutes of September 17, 2007

Reports from Working Groups

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

IT updates—Segran/Austin

1. Successful Emergency Test
2. Feedback on the new TechAnnounce
3. Plagiarism Roundtable – invitation
4. Lecture Capture Request for Video Conference Classrooms

Discussion about developing a standardized report for DE/OCI--Hickerson

Update on proposed CODE and search--Smith

Other

Distance Learning Executive Committee
October 15, 2007
Provost's Conference Room ADM 104

Attendees: Stephanie Anderson, Kathy Austin, Matt Baker, Fred Hartmeister, Bob Hickerson, Jon Hufford, Michele Moskos, Carla Myers, Valerie Paton, Sam Segran, Rosslyn Smith, Rob Stewart and guest, Julian Hooker of Information Systems.

Absent: Joe Claudet, Lynn Huffman, Vicki West and Jeff Woldstad.

Minutes: Rosslyn Smith asked that everyone take a moment and review the minutes from the September 17, 2007 meeting, if there are any corrections or changes to be made forward them to her.

Showcase: Julian Hooker, lead programmer with Information Systems, provided an overview of the new Raider Link Portal which will go live January 2008. He invited committee members to review and provide feedback. Michele Moskos had several suggestions regarding information for distance learners. Kathy Austin will collect feedback from the group and provide to Julian and his group.

Bob Hickerson opened discussion about developing a standardized report for distance education/off-campus instruction for collecting enrollment numbers and other student information. A small committee will be formed with those interested contacting Bob. Sam Segran suggested that Vickie West, Director of IRIM, be included. Stephanie Anderson shared that Dale Ganus of Academic Operations and Services will be making numerous presentations on Banner during the next few months; she recommended that he be invited to a future committee meeting to demonstrate the Banner Suite of products.

IT updates – Segran/Austin: Sam Segran reported the university-wide test of the Emergency Notification System Wednesday, October 10, had a successful contract rate of 90.4%. Sam indicated that TTU IT will manage a separate emergency database that will **only** be used for emergency notification. Students, staff and faculty were asked to update contact information and preference.

Kathy Austin asked for feedback on the new improved TechAnnounce system, which allows students, staff and faculty the ability to “opt in/out” of announcements based on categories. Several committee members made positive comments and expressed appreciation for the additional features.

Kathy Austin invited the committee members to the Plagiarism Roundtable discussion scheduled for Thursday, November 1, 2007. She indicated that event details will be posted on TechAnnounce and that all were welcome. Fred Hartmeister reported the Grad School had recently purchased Turnitin.com software and would begin testing it. The group discussed the various issues related to plagiarism detection software; Kathy encouraged the group to attend and participate in the roundtable discussion.

Kathy indicated that the Lecture Capture Technology assessment committee submitted a proposal to Sam Segran and Rosslyn Smith. Rosslyn submitted a HEAF request to the Provost for his consideration. The group recommends piloting equipment in several centrally-managed IVC rooms.

Working Group Updates -

Faulty Handbook: Michele Moskos reported the group members were still working on the handbook. She and Kathy have almost finished the historical archives for the website as well.

Process and Procedures: Valerie Paton reported the group hadn't reconvened since last spring, but keeps in contact via email and continues to remove completed items from their list while adding new ones.

Strategic and Academic Plan: Rob Stewart reported that he hadn't received any corrections or comments to the Electronic and Off-Campus Instruction Strategic Plan draft since last month's meeting. Given no further corrections of comments, Rosslyn stated that she would forward the strategic plan to the Provost for final approval.

Other issues: Rosslyn Smith reported that an ad for the dean's position will be in the next issue of INFOCUS, and an ad will be placed in the Chronicle of Higher Education. The ad will also be posted on the Outreach & Distance Learning and Distance Education websites. Rosslyn asked that if there were any other ideas for posting the position to please contact her.

Rosslyn announced that she has asked Kathy Austin to serve as the chairperson for a sub-committee to address the development of a "definition and needs assessment" for a distance learning production support unit. The sub-committee will conduct assessment activities, evaluate different options, for providing support for online certificate and degree development, including additional resources, outsourcing production, providing incentives for faculty to develop distance courses, etc. Those interested in being part of this committee should contact Dr. Austin.

Valerie Paton handed out a chart reflecting the growth of student enrollments in electronic, off-campus and extension degree and certificate programs. The chart showed an increase of 88.3% during the FY 03-07 period. The new Electronic and Off-Campus Instruction Strategic Plan includes a strategy to "increase enrollment in blended, online and off-campus degree and certificate or certification programs by 50%" from 2007-2012 and the performance from FY 03 through FY 07 indicates that this target is achievable.

Dr. Paton handed out a copy of an email she sent to Vicki West outlining steps taken to solve an ongoing problem with course section coding of hybrid/blended course sections. Valerie is proposing this resolution so that required information on these types of course sections can gather using the existing fields in TechSIS.

Dr. Paton also provided a handout for a seminar being presented Wednesday, October 17 in room 151 of the TLTC. This seminar is entitled, "Tearing Down the Gates: Confronting the Class Divide on Campus", and will address the 'major role colleges and universities play in perpetuating the class divide with admissions and financial aid policies that primarily benefit affluent and well-educated families.' The free seminar is being offered by Enrollment Management and Outreach & Distance Education to faculty and staff of Texas Tech University.