

Distance Learning Executive Committee  
Agenda  
November 19, 2007

Approval of minutes of October 15, 2007

Reports from Working Groups

1. Faculty Handbook and DL Website—Moskos
2. Processes and Procedures—Paton

IT updates—Segran/Austin

1. Update on Online Course Design and Support committee
2. Portal information for distance learners

Blended/hybrid coding update--Paton

Update on proposed CODE and search--Smith

Other

Distance Learning Executive Committee  
November 19, 2007  
Provost's Conference Room ADM 104

**Attendees:** Stephanie Anderson, Kathy Austin, Matt Baker, Fred Hartmeister, Bob Hickerson, Lynn Huffman, Jon Hufford, Michele Moskos, Carla Myers, Valerie Paton, Sam Segran, Rosslyn Smith, Rob Stewart, Vicki West, and Jeff Woldstad.

**Absent:** Joe Claudet

**Minutes:** Dr. Rosslyn Smith asked everyone take a moment and review the minutes from the October 15, 2007 meeting. She noted that the members should send her any changes or corrections.

**Working Group Updates -**

**Faulty Handbook and DL Website:** Michele Moskos reported the faculty handbook has been completed and in the queue waiting for upload to the distance learning website. Michele provided a demonstration of the distance learning website for the committee.

**Process and Procedures:** Dr. Valerie Paton provided copies of the Process and Procedures working group's worksheet and explained that many items had been completed and removed and new items added as needed. The working group members keep in contact through emails. The committee concluded that individual names should be replaced with responsible areas on the worksheet, due to staff reassignments.

**IT Updates:**

**Update on Online Course Design and Support committee** – Dr. Kathy Austin reported the design committee is scheduled to meet and discuss faculty needs and will report updates.

**Portal information for distance learners** – Kathy proposed that she and Michele meet to develop a content channel targeting distance learners. She and Michele will present the proposed channel to the group soon. Dr. Austin encouraged the group to send her any input and noted that she had not received any recommendations to date.

**Blended/Hybrid update:** Dr. Paton had copies of an email sent from Kay Dowdy to TechSIS Advisement/Scheduling administrators, outlining the necessity of correctly coding Blended/Hybrid courses in TechSIS to help accurately measure enrollment activity. The TechSIS Screen 12b coding for on-campus blended/hybrid course sections is: Location – Lubbock and Instructional Mode – 9 multi-modal.

**Update on proposed CODE and search:** Rosslyn reported a draft of the Coordinating Board proposal outlining the transition from the Division of Outreach and Distance Education and the Division of Off-campus Sites to the College of Outreach and Distance Education is nearing completion. The dean search is in progress, and the committee is reviewing the applications that have been received.

**Other issues:**

Rosslyn reported she will submit a proposal to change the status of the Distance Learning Executive Committee to a Council. The change will more accurately reflect the role of the current group.

**Member announcements:**

- Matt Baker reported TTU joined the Great Plains IDEA Consortium. Fred Hartmeister reported the Graduate School experienced record enrollments the fall 2007 term.
- Valerie asked that information for any new programs for FY 2008 – 2009 be forwarded to her via email.
- Stephanie Anderson reported that students with over 100 hours and not active are being contacted to see what can be done to assist these students in completing their degree programs so that they can graduate.
- Jeff Woldstad reported College of Engineering hired Joseph Irwin as the new department chair for Computer Science. Engineering will move ahead with the nuclear program and is discussing offering 2000 level courses at the community college level.
- Carla Myers reported TTUHSC received over 140 suggestions for a QEP topic, but the panel has narrowed them to 17 and is working to narrow the list to three to five.

**DISTANCE LEARNING EXECUTIVE COMMITTEE Processes and Procedures Sub-Committee 11/07 Update Valerie Paton**

<b>Process or Procedure Issue</b>	<b>Recommendation for assessment or improvement</b>	<b>Action Area</b>
<b>Academic Advisement</b>	1) Examine Distance Learning advisement modules from other institutions	
<b>Admissions - Graduate</b>	1) Expedite GTMP to colleges to degree-seeking 2) Regular update for the Texas Common Application when new programs/locations are added 3) Alter TCA to allow joint application to A&M and TTU for AGED students	Graduate School Graduate School Graduate School
<b>Admissions - Undergrad</b>	1) Develop "limited status" for community college or other students transitioning to TTU 2) Regular update for the Texas Common Application when new programs/locations are added	Undergrad Admissions Undergrad Admissions
<b>Course Evaluations</b>	1) Compare of Online, IVC and F2F Course and Instructor Evaluation analysis to address faculty concerns	IRIM
<b>Fees</b>	1) Propose new fee to support distributed instruction 2) Improve method of charging cost of instruction for out-of-state online students (extension)	Provost's Office Provost's Office
<b>Financial Aid</b>	1) Create a FA web-page that addresses financial aid issues for out-of-state online students	Financial Aid
<b>International DI</b>	1) Evaluate differential pricing for international online programs 2) Develop online programs for international populations	Intl. Affairs/ M. Baker Intl. Affairs
<b>Instructional design support</b>	1) Increase instructional design support for current and high demand programs	DLEC assessment group
<b>Marketing</b>	1) Analyze high demand degree programs and regional demands for programs 2) Increase staff support with documented increase in student inquiries	DLEC Acad & St P Workgroup New SP and proposed org.
<b>Retention</b>	1) Establish degree completion and graduate success indicators for Strategic Plan 2) Code CERT and GCERT students with sub-fields so that they can be identified by program 3) Code students in online and off-campus programs when multiple modalities are offered	Graduate School Graduate School Graduate School
<b>Student Business Services</b>	1) Provide one bill for students sponsored by military or corporations (tuition, fees, books)	SBS
<b>Tech Orientation</b>	1) Develop online orientation program for undergrad and transfer students 2) Develop online orientation program for graduate students Develop technical orientation program for all students	Marketing Marketing Marketing and IT
<b>Actions completed or integrated in on-going changes/improvements</b>		
<b>Registrar's IT</b>	Work with Registrar's Office to load better modality information on 998 sections (CORP) Build data fields for location and instructional modality	R. Smith Smith and Banner committee
<b>Academic Advisement</b>	Evaluate data from Currently Enrolled Student Survey 2005 and 2006	Paton/West
<b>Academic Advisement</b>	Online survey of Fall 2006 and 2007 online and off-campus students	Paton
<b>Library</b>	Ensure library resources are available to DL (VPN/eRaider account/library card)	Jon Hufford
<b>TechSIS</b>	Identify process to improve identification of blended and online course sections	Paton
<b>Financial Aid</b>	Update FA web-site distance learning and graduate student sections	Wilson - FA

**Paton, Valerie**

**From:** Dowdy, Kay  
**Sent:** Wednesday, November 07, 2007 8:37 AM  
**To:** TechSIS Advisement/Scheduling  
**Attachments:** image001.png

With the growing number of courses that use a combination of face-to-face and electronic methods of delivery, reporting agencies are asking TTU to report blended instruction activity. To help us accurately measure this activity, we need your assistance. Beginning with Spring 2008 courses, please enter Blended/Hybrid courses in the following manner:

On TechSIS Screen 12b chose:

Site: "LB" for Lubbock

Instruction Mode: "9" for Multimodal

The definition of a blended/hybrid course section is:

Blended/hybrid sections include a combination of online and face-to-face instruction, resulting in reduced in-class seat time for students.

At least 30% of the section's contact hours must be delivered online to be included in Instruction Mode "9" (multimodal)

An example of a blended/hybrid section is an English 1301 section that has a Lubbock class attendance requirement. More than 50% of English 1301 course content is delivered online and weekly class meetings are required in Lubbock.

Course evaluations for blended/hybrid sections will continue to be administered similar to that of face-to-face courses. Once a course section is entered in TechSIS as "Lubbock" and "9," Institutional Research will generate course evaluations that will be delivered to the departments for administration in the face-to-face class time.

We appreciate your assistance in identifying blended/hybrid course sections, and in providing feedback about this method of tracking them. Entering accurate data into TechSIS Screen 12B is critical to generate accurate and meaningful reports and will enable us to compete for state and federal funds that are becoming available for blended/hybrid course redesign efforts.

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