

Distributed Learning Council (DLC)
CODE, Room 103A
February 16, 2009

DRAFT Minutes

Attendees: Kathy Austin, Matt Baker, Dennis Fehr, Ariel Fernandez, Giesselmann, Michael, Karissa Greathouse, Fred Hartmeister, Laura Heinz, Sherry Herzog, Bob Hickerson, Lynn Huffman, John Kobza, Debbie Laverie, Isis Leslie, Hossein Mansouri, Cynthia Mckenney, Michele Moskos, Amy Murphy, Carla Myers, Valerie Paton, Jean Scott, Doug Simpson, Rosslyn Smith, Kent Wilkinson

Guests: Mary Baker

Absent: Glenn Hill; James Hoffman; Vickie West; Vicki Sutton (*absent due to teaching class*)

Dr. Matt Baker welcomed everyone to the DLC meeting, and all the members introduced themselves.

1. Information Items

- a. Donald Boucher – Dr. Baker arranged for Donald Boucher to participate via conference call. Mr. Boucher is a consultant that Chancellor Hance hired to grow programs in Latin America. He had several meetings last week with a few TTU Deans to work with us in obtaining this goal. He explained his background to the group, and what he hopes to accomplish for Chancellor Hance and TTU.
- b. DLC Committee Structure (Smith) –A handout was given to everyone explaining the different DLC committees and subcommittees as follows:
 1. Academic Programs and Courses: Rosslyn Smith (chair)
 - a. Marketing: Michele Moskos (chair)
 - b. On-campus e-learning (hybrid courses): Karissa Greathouse (chair)
 - c. Institutional processes and procedures: Sherry Herzog (chair)
 2. Awards: Vicki Sutton (chair)
 3. Faculty Development: Debbie Laverie (chair)
 4. Instructional Technology: Glenn Hill (chair)
 5. Quality Assurance: Cynthia McKenney (chair)
 6. Research and Scholarship: Valerie Paton (chair)

Dr. Smith also passed around a sign-up sheet to the group for anyone willing to work on DLC committees and subcommittees.

- c. Blueprint for Excellence and Growth (Baker – presentation) – Due to technical difficulties, this presentation was not shown to the group. The presentation was originally done for the President and Chancellor on where we see the college fitting in for growth opportunities. Deborah Matassa will email the PowerPoint presentation to the DLC members (*Update: Presentation was emailed to DLC members on 2/18/09.*) Dr. Baker proposed that a SharePoint or Blackboard web site be created in order for committee members to post things internally and to do work online. Karissa Greathouse will work with Michele Moskos to get this web site up soon and Council members will be informed when it becomes available online.

Dr. Matt Baker distributed a Revenue Enhancement and Allocation Initiative Summary (REA) handout. The REA is chaired by Dr. Pam Eibeck. The revenue allocation at the university is being aligned with productivity and strategic intent which could be good in terms of trying to provide funds for delivering programs. An additional handout was given to the Council with a draft BOR agenda item concerning the approval of degree granting status for the College of Outreach and Distance Education. Dr. Baker discussed the proposal for discounting of institutional tuition for strategic and scalable high-quality distance and off-campus programs. He further asked the Council members for assistance in identifying programs that we can offer “at scale” that would accommodate large numbers of students at discounted institutional tuition.

- d. Admissions of Community College students (Mary Baker) - Dr. Mary Baker, Associate Professor, Electrical and Computer Engineering (*guest*) spoke about registration issues with undergraduate distance education students. Dr. Baker has a \$240,000 grant from the Texas Workforce Commission that supports recruitment and retention activities in the College of Engineering. This grant offers key undergraduate courses via distance education to community college students. Currently, they are working with students and faculty from Midland College, Amarillo College and Odessa College. An additional new grant (also in the \$240,000 range) will extend and enlarge this program to include at least two additional community colleges and will enable them to offer four courses next year. They will be able to support up to 80 students taking these courses as well as four community college instructors serving as mentors. She would like the TTU Office of Admissions to consider waiving the application fee for distance community college students who intend to transfer to TTU; to develop a streamlined admissions process; and to delay cancellation of registration due to non-payment if scholarships for these students are being processed. A discussion followed and Amy Murphy volunteered to look into a “quick admit” process. Dr. Matt Baker also asked Michele Moskos to work with Mary Baker on this issue.
- e. Off-campus Sites Report (Hickerson) – Bob Hickerson reported that the Texas Academy of Sciences will hold its annual meeting, March 5-7, at the Llano River Field Station at the TTU Center in Junction. They are expecting over 500 people with 15 separate venues.
- f. Planning and Budget (Herzog) – Sherry Herzog asked the Council for assistance in compiling qualitative accomplishments in distance education from their colleges and to email them to her as soon as possible. This information will be used in the distance education annual assessment report.
- g. Marketing (Moskos) – Michele Moskos reported that she is updating the CODE website. The tentative new site should be up in about a month.
- h. Spring Banner/SBS Issues/Enrollment Issues (Baker) – Dr. Matt Baker reported that we are in the process of scheduling two meetings with Kay Rhodes –one on financial issues and the other dealing with student issues with Banner. He invited the Council to participate in the meetings. Sherry Herzog is in the process of documenting issues with Banner.
- i. TLTC (Laverie) – Debbie Laverie reported that the TLTC will host TTU’s 5th Annual Advancing Teaching and Learning Conference. She asked for everyone’s support of this conference and that they invite faculty from their colleges to participate. Additionally, a group from the TLTC is studying

alternative electronic meeting solutions, such as “Go to meeting” and “Live meeting” and will recommend one as a pilot.

j. IT Updates (Austin)

1. ITV

- a. TTUDVN (TTU Digital Video Network) End-site Certification Process for Distance Education Classes – Kathy Austin reported that last fall a group within the DLEC and TTUDVN staff devised an End Site Validation Process. Given that the present group had not reviewed, she thought it prudent to distribute to the current council for review. She will send it to Deborah Matassa who will send it to the DLC members, soliciting inputs and comments. *(Update: Kathy Austin’s email explaining the process was forwarded to DLC members on 2/18/09.)*
- b. Room Facilitators – Kathy Austin reported that a key for successful ITV course delivery is a designated facilitator in each room. Each area will be asked to designate a room and course facilitator to work with central IT staff. IT will collaborate with the TLTC to provide technical and pedagogical training for relevant staff and faculty. In the near future, someone from IT will be contacting each college regarding this issue.

2. Action Items

- a. Approval of Minutes of December 15, 2008 – accepted as revised. Rosslyn Smith will send Deborah Matassa some minor revisions to the minutes *(Update: Revisions by Rosslyn Smith were sent to Deborah Matassa and changes made on 2/18/09.)*

3. Other

- a. Kent Wilkinson reported that the College of Mass Communications has experienced issues with automated course population in WebCT (data transfer involving Banner, eRaider, and WebCT). He has contacted the IT Help Desk and the issue is still not resolved; Kathy Austin will review the problem and address the issue.
- b. Isis Leslie mentioned that she has concerns about how many high school students have no idea how to apply for college. She feels there needs to be more recruiting efforts by TTU on how to apply to college, either to a university or community college.

- 4. Adjournment – The DLC adjourned at 1:00 pm. The next DLC meeting will be April 20, 2009 *(the March meeting is cancelled due to Spring Break)*.