

**Distributed Learning Council (DLC)**  
**CODE, Room 103A**  
**April 20, 2009**

**Minutes**

**Attendees:** Kathy Austin, Matt Baker, Dennis Fehr, Ariel Fernandez, Karissa Greathouse, Fred Hartmeister, Laura Heinz, Sherry Herzog, Bob Hickerson, Glenn Hill; James Hoffman, Lynn Huffman, John Kobza, Debbie Laverie, Isis Leslie, Hossein Mansouri, Cynthia Mckenney, Michele Moskos, Carla Myers, Jean Scott, Doug Simpson, Rosslyn Smith, Kent Wilkinson

**Guests:** Heather Abel; Dr. S. Chuck McCarter, Executive Director, East Williamson County Higher Education Center, Taylor, TX (*via ITV*); Dr. Lewis Snell, Director, University Center at MCC (*via ITV*)

**Absent:** Michael Giesselmann; Amy Murphy; Isis Leslie (*attending Left Forum conference in NYC*); Valerie Paton; Vicki Sutton (*teaching scheduled class*); Vicki West

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

1. **Special Guest Speaker** - Dr. S. Chuck McCarter, Executive Director, East Williamson County Higher Education Center, Taylor, TX (*via ITV*) – spoke to the DLC and discussed the East Williamson County Higher Education Center in Taylor, Texas. He gave a brief overview of the center and promoted their “one stop shop” for higher education starting with the 9<sup>th</sup> grade and beyond leading to a Master’s degree. Dr. McCarter is looking at additional partners (Texas A&M, University of Texas at Austin, etc.) for the center. Dr. McCarter will be visiting Texas Tech and face-to-face meetings will be arranged.
2. **Blackboard** – Heather Abel briefly discussed the handouts that were distributed with instructions on how to log-in and access Blackboard so that DLC documents can be posted there. Heather will upload all the documents, including the DLC agenda and minutes to eliminate hard copies. Deborah Matassa will be trained to be the backup to upload documents.
3. **Special Guest Speaker** – Dr. Lewis Snell, Director, University Center at MCC (*via ITV*) - spoke to the DLC and discussed the University Center at McLennan Community College in Waco. Dr. Snell gave a PowerPoint presentation and discussed Texas Tech’s partnership with the University Center. Dr. Snell pointed out that the University Center offers 20 Bachelor’s degrees, 9 Master’s degrees, and 1 Doctoral degree, with over 700 students enrolled in Spring 2009. Dean Baker stated that we will post Dr. Snell’s information and email address on Blackboard if anyone is interested in contacting him further about their programs.
4. **Information Items**
  - a. Reports from Committees
    - i. Quality Assurance (McKenney – chair; members Hartmeister, Leslie, Mansouri) – Cynthia McKenzie reported that the Committee has met virtually and is identifying issues to be considered in ensuring high quality courses and programs for students.
    - ii. Faculty Development (Laverie – chair; members Heinz, Mansouri, Myers, Simpson, Wilkinson, Greathouse, Austin) – Debbie Laverie distributed minutes of the meeting of

the Faculty Development Committee, which met and brainstormed ideas related to a comprehensive faculty development program. They will meet again before summer.

- iii. Instructional Technology (Hill–chair; members Kobza, Simpson, Austin) – Glenn Hill reported that the committee hasn’t met yet, but that they will meet soon. They will discuss new and emerging technologies.
- iv. Academic Programs and Courses (Smith–chair; members Heinz, Leslie) – Rosslyn Smith reported that the Academic Programs Committee has exchanged emails and is reviewing draft operational guidelines for the committee to use in reviewing proposals. Rosslyn mentioned that if anyone is interested in serving on any of these committees to let her know. She also mentioned that the DLC committees can recruit additional members outside the DLC as needed.
  1. Marketing (Moskos–chair; members Fehr, Murphy) – Michele Moskos reported that the Marketing committee had met and had an informal chat to try to get ideas on how they can formalize the working of the committee. She will post these items on Blackboard. She also reported on the following: (1) Reminded and encouraged the DLC to attend the College Faculty Appreciation reception on Wednesday, April 22<sup>nd</sup> at the ICC from 4-6 pm; (2) Announced April 20<sup>th</sup>, the new college webpage went up. She invited everyone to look at the new page and let her know if something is missing; (3) Putting together new student-type orientation link that will be included in admission letters. Amy Murphy and Michele are working on student coding issues, but they need student names to test the process.
  2. On-campus E-learning (Greathouse–chair; members Scott, Myers, Wilkinson) – Karissa Greathouse reported that she had the opportunity to meet with the On-campus E-Learning committee, and at their meeting, they invited two subject experts and brainstormed on how to promote and access hybrid courses. The committee has requested an official TTU definition of hybrid courses, which Rosslyn Smith will follow-up on.
  3. Institutional Processes and Procedures (Herzog –chair; members Murphy, Scott, Moskos) – Sherry Herzog reported that her committee will look at processes and procedures regarding admissions and orientation. Jean Scott and Sherry will look at the Principles of Good Practices. Sherry invited the DLC members to submit to the committee any procedural issues that need to be addressed.
- b. Off-campus Sites Reports (Hickerson) – Bob Hickerson discussed the following: (1) May 2<sup>nd</sup> Hill Country BBQ event that will celebrate 100 graduates from the master’s program; (2) Gearing up in Junction for intersession on campus with 100 students enrolled so far; (3) El Paso Community College will have a graduation ceremony on May 15<sup>th</sup> and both he and Dean Baker will attend; (4) Asked DLC for help to get the word out regarding the Junction campus summer schedule. The Red Raider camp is no longer there for the summer so their summer schedule will be exactly the same as the TTU Lubbock main campus. Mentioned that Junction can offer any summer schedule needed. He has had several inquiries from faculty on new opportunities, but if anyone has any ideas, they should let him know.
- c. Learning Objects Repository Project (Baker) – Dean Baker reported that the University of Texas Telecampus has received a grant from the THECB for the establishment of a state-wide

repository of learning objects that will be available for all public institutions in Texas. Learning Objects will be peer reviewed and hopefully will count toward tenure and promotion. He will keep everyone informed on the work of the Project.

- d. Special Instruction Fee (Kobza) – John Kobza asked Dean Baker to put this on the agenda. He is concerned about the special instruction fees on courses, which are often a burden to handle. Rosslyn Smith provided some background on how fees had been handled previously, and agreed that this is an on-going concern. Dean Baker noted that CODE had submitted a request to the Board of Regents for a \$4.50 distance ed fee; that request is currently under review.
- e. IT Update (Austin)—Kathy Austin will post her update on Blackboard.

**5. Action Items**

- a. Approval of Minutes for February 16, 2009: The minutes were accepted as revised.

**6. Other**

- a. Kent Wilkinson reported that they had a March 11 live chat WebCT conference with London that the students organized. He plans to submit the details of this for publication.
- b. Cynthia McKenney reported that she chaired a national group for the AG Idea program in horticulture.
- c. Dean Baker reported on the Hill Country Educational Network at a deans' meeting and noted that the Network is accepting proposals for academic programs to be delivered in the Hill Country through June 1.

- 7. Adjournment** – The meeting adjourned at 1:00 pm. The next meeting of the DLC is May 18, 2009.