

Distributed Learning Council (DLC)
Business Administration Room 152
July 20, 2009

Minutes

Attendees: Matt Baker, Ariel Fernandez, Karissa Greathouse, Sherry Herzog, Fred Hartmeister, John Kobza, Cynthia Mckenney, Michele Moskos, Amy Murphy, Berhl Robertson, Doug Simpson, Rosslyn Smith, Vicki Sutton, Vicki West

Guests: Nicci Price – Academic Support & Facilities; James Morris (*for Bob Hickerson via ITV was scheduled to attend but was unable to because of technical difficulties*)

Absent: Kathy Austin (vacation); Dennis Fehr; Hossein Mansouri (vacation); Valerie Paton (out-of-town); Kent Wilkinson (out-of-town); Carla Myers (at SACS Summer Institute Meeting, Houston); Michael Giesselmann (out-of-town); Laura Heinz (at Lubbock County Library board meeting); Jean Scott (teaching summer class); James Hoffman (out-of-town); Glen Hill (in a class); Bob Hickerson (meeting in El Paso); Isis Leslie

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

1. Presentations

- a. Campus Section Codes – Special Guest Speaker: Nicci Price – Academic Support & Facilities made a presentation to the DLC regarding campus section codes. She distributed the handout, “Guidelines for Setting Up Online/Electronic and Off-Campus Courses” to the attendees. She explained that this handout was a work in progress (3rd draft) and if anyone had any specific questions to send her an email at nicci.price@ttu.edu. Nicci discussed the guidelines and campus codes and stressed the importance of registering students correctly; not only for TTU, but for the Apply Texas application. Nicci will email electronic documents to Deborah Matassa for distribution to the DLC.

2. Information Items

- a. Reports from Committees
 - i. Quality Assurance (Mckenney – chair; members Hartmeister, Leslie, Mansouri) – Cynthia Mckenney reported their group hasn’t met.
 1. Academic Programs and Courses (Smith–chair; members Heinz, Leslie) has not met since last meeting. Rosslyn said face-to-face classes are being scheduled at Waco’s McLennan Community College: Biology 3309; English 3366 and Communication Studies 3311.
 2. Marketing (Moskos–chair; members Fehr, Murphy) – Michele reported that their committee has not met. She is working on a marketing plan and will start meeting with people this month.
- b. Changes to Apply Texas Application (Moskos): Michele reported on the ongoing issues with the Apply Texas Application. A group has been formed to change the application process and a new proposal has been written that, if approved, will be effective Fall 2010 with a possible implementation rollback to Spring 2009. The group is working with the Registrar’s office.

- c. Off-campus Sites Report: Dr. Baker reported on these off-campus sites areas of possible interests for TTU: (1) Western Texas College in Snyder , TX including one class in horticulture and turf grass; (2) Potential Graham Teaching Center through North Central Texas College in Graham, TX; (3) Existing MOU with East Williamson County Higher Education Center in Taylor, TX; the Center plans to develop an evening and weekend college for veterans; (4) Bilingual Teacher Education Program in Dallas (through Dora Salazar) will roll out Fall 2009.
- d. Concept Paper on an Evening and Weekend School (Baker) – Dr. Baker discussed the handout on the concept paper for developing an Evening and Weekend School that would be attractive to TTU staff as well as others in the community. This paper was shared at the Provost Council last week and was well received. A working group will be formed when the Fall semester kicks off, with a proposal written by end of December 2009 in order to implement by Fall 2010.

3. Action Items

- a. Approval of Minutes for May 18, 2009: The minutes were proposed to be accepted as revised. Cynthia Mckenney moved and Sherry Herzog seconded the motion which carried unanimously.

4. Other

- a. John Kobza mentioned the new Interim Dean of Engineering, Jon Strauss.
- b. Fred Hartmeister reported on the Graduate School's enrollment projection figures. They are projecting 4900-5100 students.
- c. Doug Simpson announced that this meeting was his last. Dr. Hansel Burley, the new incoming Associate Dean for Graduate Education and Research will serve on the DLC starting with the August meeting.
- d. Cynthia Mckenney reported that she chaired the national meeting in Ag Idea; that group worked on final drafts on graduate certificates with potential course swap.
- e. Debbie Laverie reported that Karen Meaney has left the TLTC as associate director, and has accepted a position at another institution.

5. Adjournment – The meeting adjourned at 12:35 pm. The next meeting of the DLC is August 17, 2009.