



MINUTES

Distributed Learning Council (DLC)
Thursday, September 29, 2011

Members Present: James Bush, Mary Fehr, Sarah Foley, Robert Gonzalez, Karissa Greathouse, Melanie Hart, Glenn Hill, James Hoffman, John Kobza, Julie Martenson, Pat McConnel, Amy Murphy, Carla Myers, Sam Oswald, Valerie Paton, Nicci Price, Rial Rolfe, Jean Scott, Robert Stubblefield, Marcus Tanner, Susan Tomlinson, Kimberly Vardeman, Vicki West, and Kent Wilkinson

Members Excused: Matt Baker, Hansel Burley, Don Collier, Cliff Fedler, Donna Hamilton, Melinda Mitchell, Michele Moskos, and Vickie Sutton

Guests Present: Allen Young on behalf of Kathy Austin and Shirley Matteson

The meeting was called to order by Valerie Paton at 12:30 p.m. Paton welcomed everyone to the DLC meeting and asked the members to introduce themselves.

Action Items

1. Approval of April 20, 2011 Minutes – Valerie Paton (Attachment #1)
Huffman moved and Wilkinson seconded to approve the April 20, 2011 DLC minutes as distributed. Motion approved.
2. Approval of online course EDML 5301: Foundations in Middle Level Education Program – Shirley Matteson (Attachment #2)
Matteson directed the DLC members to the course approval information which was distributed for review. Matteson noted that the College of Education's Middle Level Education program provides an opportunity for Texas Tech University to become a state and regional leader in middle level education. Further, through utilizing online mediums in teaching five certificate courses, there exists great potential to recruit graduate students from a large geographic area. Anticipated enrollment is 20 post-baccalaureate and/or masters' degree students. Matteson thanked Mary Fehr for her assistance in developing the course and opened the floor to the DLC members for any questions.

Scott moved and Hart seconded to approve the online course EDML 5301 as presented. Motion approved.
3. DLC Recurring Meetings – Proposed 3rd Friday of Month – Valerie Paton
Paton shared that Wagner did a matrix to find the best time for future DLC meetings where the majority of members could attend. Paton proposed that the DLC meetings be held on the 3rd Friday of each month from 12:30 – 2:00 p.m. Some discussion followed and it was determined that a meeting request be sent to determine if the majority of the members would be able to

attend at this time. Paton noted that she hopes to secure approval to once again provide lunch for the DLC meetings.

4. Appointment of Academic Sub-Committee-Valerie Paton

Paton shared the importance of having an Academic Sub-Committee of the DLC to review courses, certificate programs and degree proposals. Paton appointed Myers to act as the Chair and asked DLC members to kindly volunteer to serve on this important sub-committee. The following DLC members volunteered to serve:

Academic Sub-Committee Members:

Carla Myers - Chair
Kathy Austin
Mary Fehr
Sarah Foley
Melanie Hart
John Kobza
Susan Tomlinson
Kimberly Vardeman

Paton shared that Texas Tech University continues to have exemplary programs due to the robust intersection of the Library, TLPDC, educational support services, as well as academic and IT support. The Academic Sub-Committee will ensure that all courses, certificate programs, and degree proposals will continue to have all of the aforementioned components to ensure that TTU's offerings are exemplary and provide classical online interaction.

Discussion and Information Item

5. Welcome DLC Members (New Members and Reappointments)- Valerie Paton (Attachment #3)

Paton welcomed the new DLC members and acknowledged DLC reappointments as follows:

- Matt Baker-College of Agricultural Sciences and Natural Resources
- Carla Myers- University College
- Marcus Tanner – University College
- Sam Oswald- University College
- Rial Rolfe – Health Sciences Center
- Pat McConnel- Academic Testing Services
- Nicci Price -Academic Support and Facilities Resources
- Robert Gonzalez-Regional Sites (TTU at El Paso)
- Robert Stubblefield-Regional Sites (TTU at Junction)
- Donna Hamilton-Regional Sites (TTU at Waco)
- James Hoffman-Rawls College of Business Administration (Reappointment)
- John Kobza-College of Engineering (Reappointment)
- Kent Wilkinson-College of Mass Communications (Reappointment)
- Kimberly Vardeman-Libraries (Reappointment)
- Mary Fehr-TLPDC (Reappointment)
- Karissa Greathouse-TLPDC (Reappointment)

6. Spring 2012 Implementation of Special Instruction Distance Learning Fee-Valerie Paton Paton shared that we have the acquiescence of the deans to charge a \$30.00 special instruction fee for all courses that are TOE for spring. Paton explained that the Provost signed a document that affirms that Texas Tech University complies with all of the components of the Principles of Good Practice (POP) for the state. Paton shared that compliance takes the entire institution (faculty, pedagogical side, IT infrastructure, educational support services, library, etc.). However, there are remaining elements that have to be undertaken by a central unit and University College was identified in 2007 to fulfill this role. Further, the federal government has passed three new laws that affect online learning (gainful employment, state authorization, and authentication of online learners). Paton shared that the approved \$30.00/course special instruction fee will assist in covering the costs associated with compliance for state and federal law for every course that is TOE.

7. Addition of Distributed Learning Coordinator-Nicci Price Price shared that Academic Support and Facilities Resources (ASFR) has hired Kate Sinclair to serve as the new Unit Coordinator to facilitate all distance education courses. Price shared that the coding of courses is extremely important not only to ensure that students are billed correctly, but also to provide accurate reporting. The Unit Coordinator will also facilitate room scheduling and assist in addressing any challenges that may arise with online learning courses.

8. Review of THECB Instructional Method Definitions and TTU Banner Instructional Method Abbreviations Effective Spring 201257-Nicci Price (Attachment #4) Price directed the DLC members attention to the "Instructional Methods Amendments" handout provided for review. Price noted that due to recent changes at the Texas Higher Education Coordinating Board, TTU is required to amend the current listing for instructional methods starting Fall 2011. Price reviewed the definitions and TTU codes for distance and hybrid education found on the handout.

Paton added that TTU has been tracking modality since 2001. Paton noted that another category, "Technology Assisted" needs to be considered in order to better respond to federal and state surveys. Paton shared that another problem/challenge has arisen as online/out of state students cannot be submitted in our count for formula. Paton emphasized the importance of the new Unit Coordinator's role in ASFR to ensure that section coding is correct so data can be quantified and analyzed correctly.

Other

9. HSI-STEM Grant-Valerie Paton Paton shared that Texas Tech University (TTU) in partnership with El Paso Community College (EPCC) will receive a \$6M cooperative HSI-STEM grant from the Department of Education to expand its innovative 2+2 architectural program targeting Hispanic students in the El Paso region. The program has the potential to serve as a national model for increasing Hispanic student educational access and facilitating student transition from community college to university in the STEM field of Architecture. This award includes \$1M in operating funds over five years for TTU and \$5M for a joint Architecture facility for EPCC and TTU.

10. University College Update -Valerie Paton

Paton shared that University College (UC) is experiencing administrative and organizational restructuring. UC has hired faculty and has its own course prefixes. UC has also experienced a 220% increase in student enrollments with 1,083 students enrolled for Fall 2011.

11. Announcements –DLC Members

- Fehr shared that on October 11, 2011 the TLPDC (formerly the TLTC) will be holding an all day training entitled, "Applying the Quality Matters Rubric" presented by a certified Quality Matters trainer. To register, go to www.tlpcd.ttu.edu and select "Register for an Event". For more information, contact mary.fehr@ttu.edu
- Paton shared that Chancellor Kent Hance announced on June 27th the hiring of Dr. Tim Hudson, Vice Chancellor. Dr. Hudson began his official duties on August 1st with a primary focus on distance education and academic affairs. Dr. Hudson will coordinate and support the distance education and online programs at each of the TTU system institutions.
- Paton shared that the DLC meetings are being recorded via Media Site. To view the recorded DLC meetings go to <http://mediacast.ttu.edu/>, use your eRaider login and follow the "folder tree" on the left under University College to find the DLC meetings.

There being no further business to come before the DLC members, the meeting was adjourned at 1:35 p.m.