

Distance Learning Committee
Meeting Minutes –Dec. 6, 2017

Members in attendance: Georgette Dumont, Debra Wagner, Cheryl Van Deusen(phone), Bryan Knuckley, Chiu Choi, Lisandra Carmichael, Claudia Sealey-Potts, Megan Kuehner, Sean Davis, Deb Miller, Suzanne Ehrlich, Dan Feinberg

Guests: Abby Willcox, Ross Bell, Taylor Kennedy, Patrice Kapiro

Deb Miller called the meeting to order at 11:02 a.m.

Miller noted that a quorum was present. Members voted unanimously to approve the minutes from the November 2017 meeting as corrected.

Carmichael introduced the newly hired Online Learning Librarian Dan Feinberg who will replace her as a member on the committee.

The committee previewed the updated distance learning dashboards developed by Institutional Research. Abby Willcox answered questions. Members discussed the challenges inherent to scheduling hybrid courses and agreed that the issue should be addressed in the distance learning strategic plan. Miller will send the committee the DL webpage that defines contact hours by modality.

Subcommittee on Strategic Planning - Dumont reported that the first two focus groups had met; freshman students (no attendees) and department chairs. One more focus group meeting for administrators is scheduled to meet next week before the winter break. Additional focus group meetings resume January 9.

Subcommittee on Proctoring – Davis reported that there was no meeting/no update. The subcommittee's next action item is to develop surveys on proctoring for faculty and students. The committee discussed the idea of a testing facility and the possible impact on proctoring needs.

Miller will send an email with an update of the statewide proctoring group's work and opportunity for input.

New Business - none

Members discussed spring term meeting dates and agreed to meet on the fourth Wednesday of each month from 12-1 pm.

The next monthly meeting is scheduled Jan. 24 at 12 p.m. The location is TBD.

The meeting was adjourned at 11:44 a.m.

Approval date: 1-24-18

Chair Deb Miller