Distance Learning Committee Meeting Minutes
March 18, 2014

Members Attending: Jennifer Pitts (COBCS), Ellen Roberts (Provost’s Office), Mark Flynn (Library), Susan Hrach (Faculty Center), Gary Shouppe (COEHP), Paulina Kuforiji (COEHP), Thomas Dailey (COLS)

Distance Learning Strategic Plan Update
Gary provided the committee with a draft of the key issues discussed by the Strategic Planning subcommittee. The document details the primary aim of the plan, and includes action items for each of several categories. The list was discussed in the meeting and a recommendation was made to consider a phased approach for the online compensation issue. Gary will send the document to all DL committee members for further review.

Center of Online Learning updates (Mark Flynn for Amy Thornton)
Mark reported that work was continuing on the Center of Online Learning website. The CSU Online webpage will not be maintained by CoOL. Ellen suggested a webmaster be listed for each department’s webpage so updates or corrections can go to the right person.

Distance Learning Standards and Guidelines Review (Mark Flynn for Jackie Radebaugh)
Jackie is making progress on the project to ensure the DL Guidelines are aligned with SACS Distance Learning requirements. The work is expected to be complete by the end of April.

Schedule for remainder spring semester
The Distance Learning Committee will meet two more times in April (2nd and 15th) to continue review of the DL Strategic Plan and prepare for a presentation of the plan at the Faculty Senate meeting in May. It is expected that the Faculty Senate will vote on the plan at the first meeting in fall 2014.

The next meeting will be held on Wednesday, April 2, 2014 @ 12:30 PM in the Library Admin Conference Room. Mark is providing pizza for the committee. The second meeting in April is on April 15, 2014 @ 12:30 PM. Both meetings will be in the Library Admin Conference Room.

Updated Distance Learning Committee Charter (January 2014)

1. Disseminate and communicate DL Guidelines and Standards to all faculty Facilitate and promote Quality Matters education (continue stipends for certification)
   o Establish a peer-review team at state and university level to ensure systematic review of all distance learning courses
   o Promote faculty peer reviewer certification and participation on peer-review teams (stipend)
2. Facilitate ADA compliance for distance learning courses in accordance with risk assessment plan.
3. Collaborate with UITS to increase faculty computer fluency related to distance learning.
4. Continue evaluation of authentication/online test security options that includes a balanced approach of technology and course design.
5. Promote collaborative learning and knowledge sharing related to distance learning.
6. Develop a Long Term Strategic Plan for Distance Learning (Spring 2014)