



# Minutes from the Distance Learning Meeting 4/4/2007

**Meeting called by Buehler ☺**

**Time:** 2:00 – 3:10 p.m.

**Attendees:**

Rick Arellano, Lesley-Anne Buehler, Perri Gallagher, Alison Kuehner, Jim McManus & Jo Raine Rogers.

**Recorder:** Lesley-Anne Buehler

**Item Agenda one:**

Approval of last minutes  
Review of last meeting

**Agenda tem #2**

- 1) We present to college council on 4/16
  - a. We have a draft of our WASC templates
  - b. We have a draft of our response to the WASC visit statement from 2001  
We are ready!

*(Several people responded to the request for help on the WASC draft but only a few key players have actually submitted some items. Members who have not submitted items have up until April 10<sup>th</sup> to do so, otherwise the current draft goes to the college council and subsequently the Ohlone editors).*

**Agenda Item #3**

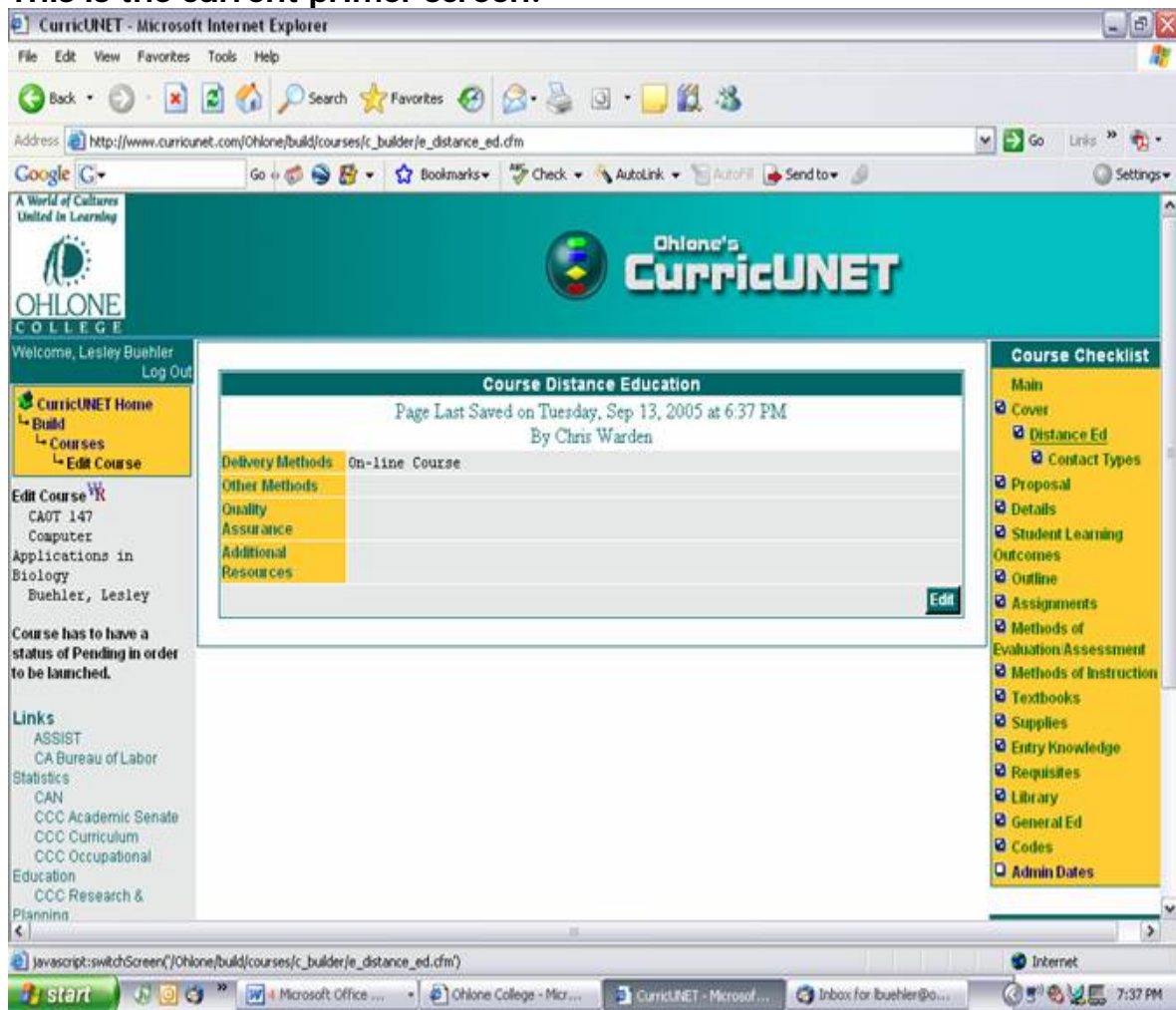
Final review of the changes needing to be made in Curricunet to better reflect Distance learning needs was achieved. See next page. Also the DL group would like the DL webpage to have a space that shows a list of guidelines to follow before making/and or releasing that Online/Hybrid course:

**Guidelines to include an area:**

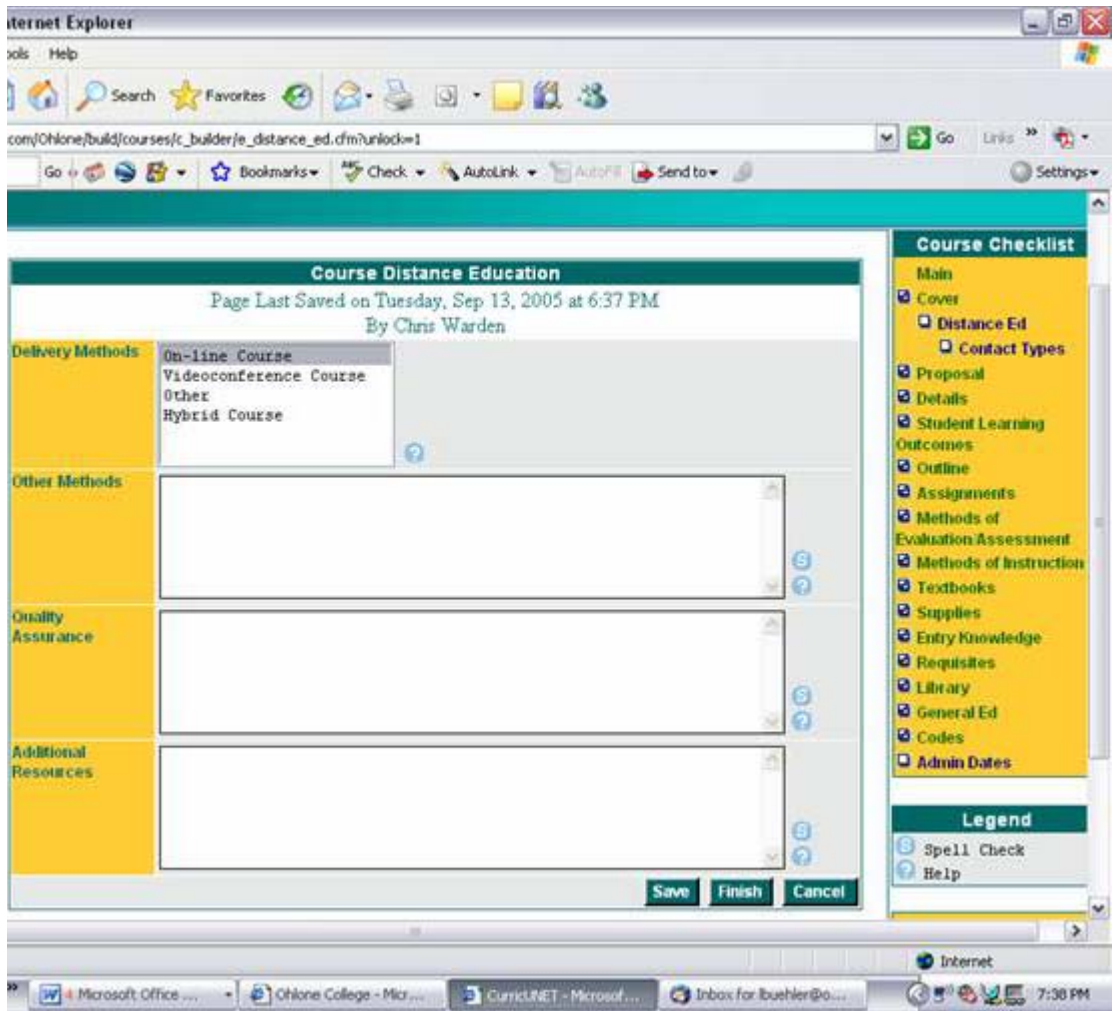
- 1) That recommend meeting with the Educational Technologist (Marilena Tamburello) /and or CMS technician (William Paoli) , to discuss Accessibility issues and content.
- 2) For individual departments to post their DL guidelines that need to be met if any faculty in that discipline wishes to teach online. [Other colleges like SJSU and Mount San Jacinto are currently doing this-go here for an example of the another college's peer group guidelines: <http://multimedia.msjc.edu/pjames/ol/Resources/> scroll down to peer guidelines)

Changes on the CurricUNET screen to include:

This is the current primer screen:



Hit EDIT and you get this:



DL wants the above to look like this:

Course Distance Education	
Page Last Saved on Tuesday, Sep 13, 2005 at 6:37 PM By Chris Warden	
Delivery Methods	<p>Online 100%</p> <p>Videoconference Course</p> <p>Hybrid &gt;50% online (Seat time replaced)</p> <p>Web enhanced (not for approval-no seat time replaced)</p>
Other Methods	<p>Delete Other methods</p>
Quality Assurance	<p><b>Quality Assurance:</b></p> <p>Have you met with Educational Technologist to discuss ADA compliancy? Discuss.</p> <p>Have you met with your department peer group to review their DL teaching guidelines? Discuss</p>
Additional Resources	<p>Delete Additional resources</p>
ADD IN:	
What tools do you currently use for your course contact method?	<p>Ipod, podcasting, mail, discussion boards</p> <p>Etc. etc.</p>
Are you using an EPAK for which you need to be aware of Access codes and how they work?	

***Floor was opened, general FAQ's. Meeting adjourned at 3:05 p.m.  
See you all again soon!***