



Ohlone College  
Distance Learning Committee  
September 13, 2006  
2:00-3:15 p.m.

**Minutes/Recorder:** Perri Gallagher

**Present:**

Alan Kirshner, Mark Freeman, Jo Rainie Rogers, Jim Wright, Rick Arellano, Tina Mosleh, Jim McManus, Alison Kuehner, Chris Warden

**Chair:** Meeting called to order by Lesley Buehler/Richard Grotegut

**News Items (Lesley Buehler):** Online educators are encouraged to work ahead of time to avoid creating a last-minute rush for support services (e.g. course creation, and enrollment management), and to mentor interested faculty in a mix of approaches and products. Also available is ongoing training in the tech center, and online via the Staff Development or Distance Learning Websites. A survey will be put in place in the tech center to monitor new projects. Instructors may use the two experimental classrooms (e.g. podcasting and video). Upcoming: Microsoft academy and free classes hosted by Ohlone for faculty and students.

**Discussion (All):** There is a need for a mentoring program that brings together new and veteran online educators, with a goal to *be connected & get educated*. Point of clarification: Web-enhanced courses do not need specific approval and will not be indicated as such in the schedule of classes, and courses must be approved for more than 50% technology-mediated content delivery. Definition of hybrid and web-enhanced differs in print and practice, and needs to be clarified (per Title V). The primary distinctions need to be in *primary delivery method* and *consistent/constant contact* with students. Curriculum Committee will conduct an inventory of courses with an approved technology option on the course outline of record.

**Accreditation Self Study (Jim Wright):** The role and goals of the DL committee will easily tie into the Self Study underway, and can also be informed by the ACCJC-WASC Distance Learning Manual. The committee may begin to draft a document assessing the approval process, to demonstrate the rigor of our online offerings, and to work on recommendations from the 2001 site visit.

<http://www.ohlone.edu/org/instruction/docs/200408accredcomm-distancelearningmanual.pdf>

**Meeting Adjourned 3:15 p.m.**

**Next meeting schedule October 11<sup>th</sup>, 2006 2-3:15 room TBA**

