

Ohlone College  
Distance Learning Committee  
October 10, 2007  
2-3:00 PM  
Instructional Technology Center

Minutes/Recorder: Perri Gallagher

Present: Alan Kirshner, Rick Arellano, Jim McManus, Barbara Duggal

1. Minutes from September 10 meeting approved.
2. The question of 60% maximum online teaching load was revisited, but no new information was offered (Chris Warden was unable to attend and comment).
3. The question of whether the DL committee is satisfied with the Special Course Approval in the Curricunet approval process was discussed. The "Distance Education Course Proposal Form" from Chabot College was reviewed. The consensus was that it might be too detailed, and that finding or generating a form that is somewhere "in the middle" was preferred.
4. The call for input on the duties/role of an Educational technologist and course management technician lead to a discussion of how this individual might manage the Main and Newark campuses, and to what extent he or she might be called on to work with individual instructors developing online course materials or courses.
5. Goals for the year discussion: As discussed in the last meeting, there is consensus that individual departments may develop their own guidelines for (discipline specific) online instruction, but the committee will look into modifying/developing what is currently only a list of percentages with no additional information. The committee will also reinforce Title V guidelines on effective contact policy. Dialog on Distance Education moving to Newark did not result in any specific recommendations or goal items at this time.
6. Jim McManus gave a demonstration on WebDav functions (tips and tricks) and interface with Dreamweaver.
7. The committee viewed the Nur 117 course revision/reactivation and approval was tabled after those in attendance requested more information on the percentages, and lead-time to consider the proposal.

Meeting ended at 3:00 PM. Next meeting will be on Tuesday, November 13, 2:00 PM.