

Ohlone College
Distance Learning Committee
November 13, 2007
2-3:00 p.m.
Instructional Technology Center

Minutes/Recorder: Perri Gallagher

Present: Lesley Buehler, Rick Arellano, Jo Raine Rogers, Chris Warden, Sarah Cooper, Barbara Duggal

1. Minutes from October 10 meeting approved.
2. Discussion of Special course approval in Curricunet (All). The “Course Approval Form” considered last time is taken nearly line by line from the WASC Distance Learning Manual, so it might be better expressed as a series of check boxes. Curricunet can accommodate a range of options from a simple check box to a more detailed report.
3. Description of Psych 101 awaiting approval (Cooper). The course will be run on the Pegasus system offered by Pearson Longman, and contain a customized palette of content, which offers the primary advantage of multiple sources cleared for copyright and additional media (ADA compliance in the works). Motion carried to approve the course.
4. Discussion of what might be an appropriate requirement of online instructors, either as part of the approval process, or in general. The form that the committee develops might also serve as an aid/preparation to (mandatory?) meetings with the new Instructional Designer/Academic Technologist were such a requirement to be put in place.

Examples:

- An instructor webpage personal—to account for adjuncts, or institutional--to offer a uniformity
- Instructor Welcome Pages (revisited from prior attempts)
- “Instructor Web Pages” which are snapshots of relevant information to interested students, and those seeking basic information such as books used, assignment types, etc.
- A statement in the syllabus re. virtual office hours
- A statement in the syllabus re. effective contact (expectations, availability)
- ADA compliance

5. Brief report on @one conference call regarding the proposed certification sequence that we might want to consider customizing for our own purposes.

Meeting ended at 3:10 p.m. Next meeting will be in Spring 2008.

Spring meeting schedule: (second Mondays, 2 p.m., ITC)

February 11

March 10

April 14

May 12