Distance Learning Committee Minutes

Thursday, August 19, 2010

2:30 – 3:30 pm, Niceville Campus, Room: P113

Attending: Heidi Gentry-Kolen, Dr. Anne Southard, Dr. Mark Horrell, Nishant Patel, Mike Van Dyke, Elizabeth Morgan, Ray Rickman, Chris Mizell, Dr. Meg McManus, Rhonda Trueman, Sherry Ward

Regrets: Anthony Russo, Lisa Spikes, John Patten, Julie Nichols

Old Business:

1) Nishant Patel, Rhonda Trueman and Heidi Gentry-Kolen presented the Distance Learning Subcommittee’s (on Academic Dishonesty) findings at an opening week workshop. The workshop had a good turnout and success.

2) Standardization of the D2L (subcommittee) course shells was presented at our last meeting and may be a topic for discussion by the committee in the upcoming academic year.

New Business:

1) Distance Learning Course and Program Review
   a. Dr. McManus briefed the committee on the work that she and Mike Van Dyke have spent working on distance learning.

2) LTECH Program Goals and Outcomes Plan
   a. The committee reviewed the LTECH Program Goals and Outcomes Plan.

3) Review of Semester Reports
   a. The committee reviewed the Distance Learning and Other Alternative Delivery Methods at Northwest Florida State College (NWFSC): A Comparison between Fall 2009 (20101) and Previous Fall Semesters.
   b. Heidi Gentry-Kolen informed the committee as to where they could find all previous reports (and future): http://ltech.nwfsc.edu/dl-documents.cfm

4) The committee discussed the revised implementation steps for starting a new DL or blended class.

5) Social Networking
   a. Dr. Southard presented guidelines for instructional use of social networking at NWFSC.
   b. The committee suggested the college attorney, Joe Lorenz, review the document/guidelines.

6) Best Practices
   a. The committee discussed best practices for online and text based courses and discussed creating a survey to determine best practices used by NWFSC faculty members.
   b. Sherry Ward discussed best practices utilized by some faculty in the nursing program.
c. The committee discussed the need for some text based courses to migrate to distance learning.

d. Mike Van Dyke explained the LTECH group can help all faculty members develop appropriate curriculum for online learning.

7) Dr. Southard informed the committee of her impression of Dr. Handy’s outlook on distance learning.

8) The committee was asked to review NWFSC and LTECH websites
   a. Make suggestions for improvement

9) Mike Van Dyke and Elizabeth Morgan provided the committee with information regarding the new login procedure (for students) on campus. Dr. Southard explained she would e-mail out an information sheet.

10) Via e-mail, Dr. Southard provided the committee with the following links to forms discussed.
    a. The Course Evaluation Form for Online Courses
    b. The Course Evaluation Form for Text-based Courses
    c. The Proposal for a Distance Learning Class, Addendum for an Online Class (with our summary of the SACS best practices and the link to the SACS document)

11) Heidi Gentry-Kolen explained that she will determine meetings for the academic year and will e-mail out a meeting schedule.

Meeting adjourned at 3:30 pm.