Distance Education and Learning Technology Committee  
Organizational Meeting, August 26, 2015

➢ Attendance
  • Regular members: Rose Bailey, Mark Moore, Timm Hackett, Karen Mulcahy, Monica Webb, Elizabeth Hodge, Kathleen Sitzman, Carmine Scavo & John Drake.
  • Ex-officio members: Biwu Yang, Clayton Sessoms, Melissa Beck, Amy McMillan, Wendy Creasey, Linda Cope, & Robert Bland
  • Guests: John Stiller, Lori Lee

➢ John Stiller convened the meeting and conducted the Committee elections. The officers elected were Timm Hackett, Chair, Elizabeth Hodge, Vice-Chair, and Rose Bailey, Secretary and DELTC Representative to the Copyright Committee.

➢ The committee agreed to continue the meeting time for 3:15 to 4:30 pm on the regular meeting date.

➢ The committee discussed its goals in conjunction with input from Wendy Creasey. The following goals were set for the 2015-2016 academic year.

1. Continue to review Mentor Program with input from Dr. Muller.

2. Invite Ginny Sconiers to review status of the Student Readiness Project as reviewed for the committee in March, 2015 in the academic year of 2015-2016. Goal for the committee is to finalize and disseminate the student readiness for the 2015-2016 academic year, after the committee tests it and discusses the results of trials implemented in summer session by Timm Hackett.

3. Present a review & demonstration of the use of Office 365 for the committee by Wendy Creasey.

4. Establish subcommittee to clarify drafting of requirements for required evaluation of DE courses one time in a three-year period to present to the DE Committee.

5. Development of regulation and policy for pedagogical tools for Online Tools providing guidelines for the use of these online tools as well as what review is to apply to the use and approval of Online Tools.

6. Development of ADA-sufficient accessibility requirements for learning tools with consultation with Department of Disability Services through Liz Johnston, ADA Disability Director.

7. Review by committee factors to address to decide whether continuation of the use of Blackboard is the right choice in contrast to other options considering faculty & student needs in comparison to financial costs.

8. Review of Saba-Meeting by the committee to assess whether it is the best web-conferencing tool in light of technical problems with Java & Mac applications as compared to other web-conferencing tools including Blackboard Collaborate or Web-X.

9. Review efficiencies of the use of computer collaboration classrooms and continued monitoring of success of print quota system usage.

➢ Carried over to our next meeting:
1. Action Item – Timm Hackett to invite appropriate proctoring personnel to discuss with the Committee issues regarding the inability to use lock-down browsers.

➢ Next meeting is at 3:15 pm on Wednesday, Sept. 16, 2015 in Brewster B-104.
➢ The Committee adjourned at 4:30 pm.

Submitted,

[Signature]
Rose L. Bailey
DELTC Secretary