Attendance
Regular members: Lida Cope, Peng Li, Mark Moore, Nasseh Tabrizi, Karl L. Wuensch
Ex-officio members: John Chinn (for Ernie Mashburn), Amy Frank, Elmer Poe
Others present: Wendy Creasey (ITCS)

1) Minutes from 10-26 unanimously approved

2) Decision on approving additional DE modules if required by different units

The Committee discussed and approved the following: As a result of the Faculty Senate approval (11-1-11) of the DELTC Joint Committee Report regarding the ECU DE training program, designed upon the earlier approval of the Distance Education Policies [Faculty Senate Resolution #10-77 (part D)], all faculty members involved in online teaching must complete the DE modules that constitute this training. However, no unit can attach additional modules and require them as part of these core requirements.

The Committee members are aware that individual units may already have in place or wish to create or recommend supplemental training. As stated above, these cannot be presented and required as part of the core DE training requirements.

The DELTC committee will be approving any revisions to the modules on an annual basis.

The Committee wishes to invite Rich Ramirez to the January DELTC meeting to discuss how/by whom any such changes will be implemented: Will the group that has designed the modules remain involved?

3) The deadline for the completion of DE modules
The DELTC committee will determine this deadline at the January meeting. We wish to invite the Chair of Faculty, Marianna Walker, to discuss or receive her input on this issue prior to the meeting. Nasseh Tabrizi will contact Marianna Walker regarding the latest on the proposed deadlines. The Committee intends the deadline to coincide with that set for Faculty Annual Reports, but as different units have different FAR deadlines, nuances of this need to be worked out.

4) DE Faculty Survey to accompany the core DE training
Karl Wuensch has designed a survey to follow the entire training. The Committee has discussed whether it would be advantageous to individualize the survey to have one follow each DE module, especially since the faculty members may be completing the
modules in stages. It was pointed out that some faculty members have a lot of DE experience to give us useful feedback on the content, not just the presentation of these modules.

5) The DELTC members would like to receive a Certificate of Completion for the DE modules training which they all have completed – requires a reminder (Rich Ramirez).

6) For the January 25, 2012 meeting:
   - Finalize the date for the completion of the university-required DE training with that it would be advantageous if the date coincides with the date set by the University for the Faculty Annual Report.
   - Discuss with Rich Ramirez future implementation of any DELTC-approved revisions to the DE modules.'

The meeting was adjourned at 4:45pm

Respectfully submitted by Lida Cope, the DELTC Secretary