

## DL Committee Meeting Minutes (Full Committee)

Meeting Date - - 11/20/'06

**Members:** Curtis Dowdle, Andrea Rowland, Barbara Putman, Carolyn Porter, David Kochersberger, Deb Klavohn, Dennis Keough, Duane Wesolick, Judy Abell, Kurt Berger, Linda Dyke, Christy Deaver, Linda Venturo, Phil Weast, Scott Cline, Scott Baker, Sheri Turk, Toni Knott

**Attended:** Andrea Rowland, Carolyn Porter, Dennis Keough, Kurt Berger, Linda Dyke, Linda Venturo, Phil Weast, Scott Cline, Scott Baker, Toni Knott

**Guest:** NA

**Agenda:** Discuss ongoing projects: LOR, Portal Project, Faculty Laptop Project, Presidium Learning Help-Desk, Subcommittee Reports

### Meeting notes:

#### Dennis' update

**LOR:** WCU has invited SCC faculty to present at WCU's SoTL Fair on April 2<sup>nd</sup> and 3<sup>rd</sup>, 2007.

**Portal Project:** Dave K was unable to attend this meeting. Dennis claims the portal project is going smoothly in spite of the amount of work involved to make this happen. We expect the portal servers to arrive at SCC in a few weeks for configuration. Dennis passed out samples of the main/login page for the portal.

**Bb "Enterprise":** Dennis advised the group that there is no firm decision yet on a hosting option or "Enterprise" launch date.

**Presidium Learning:** Dennis informed the committee that we are anticipating a January launch of this help-desk service. Before that time we will have a teleconference with Presidium to reconcile questions and concerns we have regarding the mechanics of the service.

#### Sub-Committee Reports

**Sub-Committee #1 - - Faculty Development:** This sub-committee broke off into two work-teams. Scott Cline distributed his committee's "Topics/Ideas" document and gave an update on the Faculty Laptop Project. Additionally, this work team, charged with the "student opinion survey" redesign, met with Delos several weeks ago who gave the team valuable advice on what needs to be included on the survey. The work team subsequently met and created a draft of their redesigned survey. The full-subcommittee will merge to finalize their draft of the new student opinion survey and bring it to the full committee in Spring 07.

Carolyn P. presented the work of the other work-team. This team focused on Quality Assurance, Shared Practices, and Training.

Several proposals were presented and adopted by vocal consent of the members present. They include:

- A proposal to adopt and distribute the QM Rubric to the entire faculty.
- Create a voluntary mentoring program for online course improvement.
- Reassure faculty that training will not be mandatory without reduction in workload.
- Approval for the award of professional development credit for mentoring volunteers.
- Post faculty online-training opportunities to SCC website.
- Permit instructors to preview the “Student Opinion Survey” questions.

Sub-Committee #1 - - Action Steps:

- Dennis will bring these proposals to Instructional Administrators at the earliest opportunity.
- Re-constitute the two work teams of sub-committee #1 to focus on examination and re-crafting the “Student Opinion Survey” which assesses accurately the benchmarks of the QM rubric.
- List possible mentoring volunteers
- Tabled for next year are items #5 & #6 of the sub-committee’s Topics/Ideas document regarding faculty workload and office-hours requirement for online instructors.

***Sub-committee #2 - - Online Student Services:*** Phil W. reports that this sub-committee has not formally met this semester due to the ongoing efforts of student services team in Colleague/Datatel training and systems conversion.

***Sub-committee #3- - Marketing:*** Andrea R. reports this sub-committee has not met this semester. Linda D. recommends membership changes to the sub-committee to include the appointment of Sandra B. and our PIO team to sub-committee #3. Dennis will likewise bring this recommendation to the Instructional Administrators in early 2007.

**Next meeting of full committee:** January, 2007 (TBA)

**Topics: General:** Discuss sub-committee action items.