

DL Committee Meeting Minutes

Meeting Date 2/23/06

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

Attended: Curtis Dowdle, Andrea Rowland, Barbara Putman, Carolyn Porter, Dennis Keough, Duane Wesolick, Judy Abell, Linda Dyke, Linda Venturo, Phil Weast, Scott Cline, Sheri Turk, Toni Knott, Karen Reed

Agenda: Sub-committee reports and general discussion

Meeting notes:

Scott Cline presented sub-committee #1 topics and group discussion was held.

- Sub- committee #1 topics are posted on committee website.
- Full-committee asks sub-committee to include budget for any equipment
- Scott S. will call meeting of sub-committee #1 to move ahead with topics and present budget to full-committee

Karen Reed presented sub-committee #2 topics and group discussion was held.

- Sub- committee #2 topics are posted on committee website.
- Other items suggested by full-committee include:
 - Electronic signature research – Phil Weast and Curtis Dowdle indicated further research on this topic.
 - Making the CPT easily accessible to DL students. Students are currently having trouble locating a school local to them that will offer the CPT. Phil said Jan Smith has been able to talk to College Board about this issue. The College Board will work with Jan to find a school local to proctor the CPT. Phil will talk with Jan more about this.
 - Online registration for continuing education and curriculum classes. Some would like to understand the mechanics of registering and enrolling Con'ed students into online classes. McCaskill and Curtis Dowdle will be invited to the next meeting of sub-committee #2 to clarify these questions.
- Sub- committee #2 will meet prior April 6th.

Linda Dyke presented sub-committee #3 topics and group discussion was held.

- Sub- committee #3 topics are posted on committee website.
- Creating a marketing budget – outsourcing to places that may allow us to link to their site (ex. Chambers of Commerce) to advertise. Phlebotomy.com was a site Andrea Rowland indicated she currently uses.
- Redesign the homepage for current students as well as “shoppers”.

- Create a student assessment survey and expectations list to take online classes, as well as educate faculty to those minimal requirements to be successful in taking an online class.
- Perform some internal marketing – find out who knows what? Shared practices information.
- Phil distributed last years DL brochure. Dennis told the group the cost to produce and distribute was \$558.00 for 1200/units distributed to 3 counties + Qualla Boudry.
- Sub- committee #2 will meet prior April 6th.

Each sub-committee is to work on a budget. The budget process begins in late April through July The next sub-committee meeting should be scheduled by the secretary of that sub-committee.

Next meeting of full committee: Thursday, 6 April, 3pm. Bradford 100

Topics: Team reports including budget requirements