M-DCC Distance Education Committee
Meeting Minutes

Minutes for November 10, 2000 Meeting
Medical Center Campus – Room 2113

Members Present:


Members Absent:

Emily Sendin, Paula Sanchez, Patricia Ayres, Ruth Pacheco, Dennis Williams, Rene Garcia, Sarah Garman, Sheryl Hartman, and Dixie Lemons

Welcome and Introductions, Goals and Purpose of Committee, and Reports:

Kristi Lozano, Chairperson and Director of Distance Education, welcomed members to the first DE Committee meeting and asked for introductions.

Goals and purposes of the committee were presented along with DE 1999 Academic Year Report. A current status report of the DE program was given with enrollment figures and news of upcoming purchases of a learning objects/VC administrative server and a streaming media server, the SACS Substantive Change visit, and the new FCCDL information technology vendor initiative.

Presentations:

1. Virtual College Website and Student Services

Lloyd Hollingsworth, Webmaster & Student Services Coordinator, demonstrated the Virtual College Website showing the various menu items, the Student Feedback Survey, software available for download, and how to request PictureTel services

2. Support for Developing VC Courses with WebCT 3.1

Rickelle Blanco, the Virtual College’s new Curriculum Coordinator, presented WebCT 3.1 templates and several VC courses using the template with special headers and icons. She also showed the VC’s Online Course Planner used to assist faculty in their design of their courses. Rickelle encouraged VC faculty in schedule appointments with her.

3. Presentation on VC Administration Systems and Learning Objects

Jerry Braun, Instructional Technologist/Systems Programmer, demonstrated new VC administrative systems for both faculty and students and demonstrated several learning objects.

Subcommittees:

Kristi Lozano described the seven (7) subcommittees and their responsibilities. Members were asked to complete an interest form as to the top three subcommittees that they would like to join.

1. Student Services and Support - DE Website, “Student Center”, evaluation, CD-ROM, tech support, advisement, testing
2. **Faculty Support** – training, “Faculty Lounge”, course development support, evaluation, Course Development – content standards, development tools, evaluation, instructional resources

3. **WebCT, Policies & Procedures** - copyright issues, faculty certification, identifying what policies & procedures need to be established or changed to make DE more effective

4. **Course Technologies** – multimedia, learning objects, new technologies

5. **PR & Collaboration** – DE Website redesign, brochure, web listings, showcases, conferences

6. **Infrastructure & Administrative Systems** - faculty WebCT, student WebCT registration, College Internet capabilities, PictureTel

7. **PR & Collaboration** – DE Website redesign, brochure, web listings, showcases, conferences

8. **DE Program, Curriculum Planning, & Resource Development** – program planning & evaluation, setting priorities for curriculum development, grant possibilities, initiatives

**Announcements & News:**

Rhonda Berger, College Training & Development, announced the next WebCT Tools & Techniques and other upcoming workshops

**Next Meeting** –

January 12, 2001 – Kendall Campus – 1:00 P.M. – 3:30 P.M. – Room K413