Distance Learning Committee Meeting

December 5, 2014

1. Present: Nancy Whitmore, Ray Winiecki, Jim Roomsburg, Phil Ballard, Susanne Wache, Cathy Harrell, Andrea Drew, Jennifer Baine, Denise Robledo, Rosyln Turner, Lauri Wilson, Arthur Brown, Donna Hendricks, Tara Anglin, Kenneth Bridges
2. Phi moved to change all “motioned” to “moved”
	1. Cathy seconded move; all accepted
3. Denise presented November 7th meeting minutes
	1. Whitmore moved to accepted; Harrell seconded; all accepted
4. Denise stated that Professional Development is now coordinating poster sessions
	1. Denise discussed prizes to be awarded for winning posters
		1. Winners are determined by six criterion
		2. One of the prizes awarded is an iPad; if winner of iPad already has an iPad, he or she will be asked to give the iPad to another employee in his or her department
5. Policies & Procedures Manual is approved but not on Website
6. Dr. Jones proposed a Course Enrollment Policy
	1. Denise initiated discussion pertaining to policy
		1. Harrell stated that her dept. is already dealing with enrollment overloads
		2. Brown suggested prorating
		3. Phil announced that Dr. Jones has already increased per head overload from $166 to $200
		4. Turner reminded the committee to keep the quality of students in mind
		5. Harrell moved to accept the policy as is, and that the policy is a good starting point; Phil seconded; all accepted
		6. Baine asked if the number of emails that instructors have to deal with would be considered when setting a course enrollment limit; Phil told her emails would be considered
7. Blackboard usage
	1. Denise asked for feedback from deans; she has only received feedback from Phil
8. Denise announced that DL will be purchasing Adobe Presenter
9. Denise announced that the Blackboard Training schedule for December will be sent out again, and everyone is welcome to attend
10. Denise announced that Phil has arranged for three professors to use Jenzebar
	1. Brown said he has two professors in Health and Natural Sciences who will test it
	2. Denise stated that faculty are not required to attend Jenzebar training the week of December 8th
11. Phil moved to adjourn meeting at 8:55; Baine seconded motion; all accepted.