

Distance Learning Advisory Committee

Meeting Minutes

Date: October 7, 2016
Location: TEC Conference Room

Members in attendance:

Name	Position/Area
Dr. Ken Bridges	Instructor, History
Caroline Hammond	Dean, Health and Natural Science
Roslyn Turner	Instructor, Business/Computer Information Systems
Dr. Susanne Wache	Professor, Biology
Dr. James Yates	Dean of Liberal Arts
Dr. David Carty	Director, Process Technology (PTEC)
Jim Roomsburg	Division Chair of Business and Information Technology
Sherri Whitehead	Senior Coordinator
Lauri Wilson	Library Technician
Linda Lephiew	TAACCCT
Nancy Whitmore	Professor, Health/Physical Education, Kinesiology, Geology

Meeting began at 8:05 AM.

1) Review and Approval of Minutes

Mr. Cagle called the meeting to order at 8:05 AM, noting that some members had informed the committee that they would be absent due to illness.

2) Old Business

- Distance Learning Policies and Procedures Manual
 - Benjamin Cagle stated that there were some concerns about Part V-D, which concerns course overloads.
 - Linda Lephiew expressed concerns that the policy was not properly approved by Dr. Jones.

- Minutes from previous meeting
 - A motion was passed to approve the minutes from the previous meeting.
- Distance Learning Policies and Procedures Manual
 - Returning to the discussion of the Distance Learning Policies and Procedures manual, Benjamin Cagle stated that the policy had already been included in the Administrative Procedures Manual with Part V-D included.
 - Dr. Susanne Wache claimed that the policy was not fair to instructors who didn't want to teach 30 students or more in online courses. She further stated that she thought the committee took Part V-D out of the draft.
 - Nancy Whitmore claimed that the Distance Learning Committee did in fact take Part V-D out of the draft, but that it reappeared in the Administrative Procedures Manual.
 - Linda Lephiew stated that Academic Council would meet that same day and would see that the Distance Learning Committee had voted to strike Part V-D of the Distance Learning Policies and Procedures Manual.
 - Dr. Yates suggested considering a modified proposal that takes faculty work load into account.

3) New Business

- Consideration of Faculty Compensation and Work Load
 - The committee discussed submitting the following Faculty Compensation and Work Load policy to the Faculty Affairs Committee:

24 - normal course limit
 25-30 with approval of instructor or dean
 31-37 paid per extra student
 38 an up split into two sections

Exception Statement: Other numbers or special situations (reading intensive courses) to be settled with an agreement between the instructor and dean with approval of VPL.

- Nancy Whitmore made a motion to submit the proposed Faculty Compensation and Work Load to the Academic Standards Committee and Faculty Affairs Committee. After some discussion, the motion was passed unanimously.
- Dr. Yates asked for a clarification about the established pathway for policy to be included in the Administrative Procedures Manual.
- Division Report – Health and Natural Sciences
 - Caroline Hammond questioned whether the issue of grades disappearing from Blackboard gradebooks had been resolved. Benjamin Cagle responded that the cause was still undetermined, but that he was in communication with Blackboard and IT.
- Division Report – Liberal Arts
 - Dr. James Yates reported that he was asked questions about distance learning during the HLC mock visit. One of the big concerns was being able to identify how many faculty were beginner, intermediate, and advanced.

4) Adjournment

Having no further business, the meeting was adjourned at 8:56 AM.