

Distance Learning Committee

Meeting Minutes

September 11, 2017

Member	Title/Department	Attended Meeting?
Jennifer Baine- <i>Chair</i>	Liberal Arts	Yes
Jim Roomsburg - <i>Vice-Chair</i>	Liberal Arts	Yes
Mir Ali	Liberal Arts	Yes
Dr. David Carty	Career & Technical Education	Yes
Henry Culbreth	Liberal Arts	Yes
Mindy Farley	Library Representative	Yes
Bernadette Hall	Health Sciences	No
Heather Smith	Student Services Member	Yes
Chris Sullivant	Information Technology/Database Administrator	Yes
Rebecca Wagner	Corporate & Community Education	Yes
Genevieve White	Health Sciences	Yes
Robert Norman - <i>Permanent</i>	Director of Distance Learning	Yes
Benjamin Cagle - <i>Permanent - (Secretary)</i>	Distance Learning Specialist	Yes
Caroline Hammond - <i>Ex-officio</i>	Dean of Health & Natural Science	No
Ray Winiecki - <i>Ex-officio</i>	Dean of Career & Technical Education	Yes
Dr. James Yates - <i>Ex-officio</i>	Dean of Liberal Arts	No

- Jennifer Baine called the meeting to order at 4:32pm.
- Genevieve White made a motion that, for this and future meetings, the sign-in sheet be used in the place of a roll call. The motion was seconded. The motion passed.
- Jim Roomsburg moved to approve the minutes from March 31, 2017. The motion was seconded. The motion passed. Heather Smith moved to approve the minutes from August 16, 2017. The motion was seconded. The motion passed.
- Henry Culbreth made a motion to approve the Agenda for September 11, 2017. The motion was seconded. The motion passed.
- Henry Culbreth moved that the following statements define the functions and responsibilities of the Distance Learning committee:

1. Review and approve new Distance Learning courses
2. Review and update the Distance Learning Policy and Procedures Manual
3. Investigate and recommend new academic technology
4. Recommend training for Distance Learning instruction

The motion was seconded. The motion passed.

- Genevieve White made a motion that the Distance Learning committee meet online every other meeting using Blackboard Collaborate. The motion was seconded. Jim Roomsburg moved to amend the motion by adding “or comparable technology.” The motion-to-amend was seconded. The motion-to-amend passed. The amended motion that the Distance Learning committee meet online every other meeting using Blackboard Collaborate or comparable technology was called to a vote. The motion passed.
- A motion was made by Genevieve White that the committee request feedback from the Learning and Testing Center about the section in the Distance Learning Policies & Procedures Manual (page 11) that requires a test proctor to sign a form. The motion was seconded. The motion passed.
- A motion to adjourn was made by Henry Culbreth. The motion was seconded. The meeting was adjourned at 5:29pm.

Benjamin Cagle