

**DISTANCE LEARNING ADVISORY BOARD**

Meeting: 09/11/2009

**Members Present:** Julie Allee, Marianne Castano Bishop, Gary Browning, Cathy Buckman, Nancy Colborn, Glenda Davidson, Yvonne Larrier, Jackie Neuman, Amy Pawlosky, Denise Skarbek, Jim Yocom, Pam Zarazee

**Members Absent:** Pat Ames, Tammy Fong-Morgan, Alfred Guillaume, Joe Haase, Jeff Jones, Marilyn Ramsey, Michele Russo, David Vollrath, Karen White

**Welcome and Introductions****Overview of the Role of the Distance Learning Advisory Board on Campus:**

- Role of the DLAB is to maintain campus wide representation related to distance learning and maintain communication from the advisory board back to the academic departments
- Five working sub-committees are in place; these meet once a month and report to the advisory board
- The goal of distance learning is to give students access and flexibility in their educational pursuits
- DL is funded by returning the tuition that students pay for online courses to the DL budget to fund the next level of institutional development related to distance learning including hiring faculty, paying stipend and improving campus technology.
- Since its inception, the student enrollments have consistently exceeded initial projections of student demand
- An ad hoc committee was convened spring semester, 2009 to recommend policy for the distribution of income earned from students enrollments online back to the academic departments that have participated in online course development

**Overview of the Role of the Distance Learning Subcommittees:**

- **Administrative Subcommittee: Jackie Neuman, Chair**
  - Members review and set campus policy related to distance learning in matters related to faculty compensation, overload, intellectual property etc.
  - Ad Hoc Committee was formed to suggest policy for income distribution within Academic Affairs to support future campus needs for distance learning.
- **Faculty Support, Tammy Fong-Morgan, Chair**  
Nancy Colborn reported in Tammy's absence:
  - Distance Learning interest groups for faculty have been hosted
  - Events are scheduled for presentations about matters relevant to online teaching such as tools for teaching, faculty learning circles, Quality Matters®, etc
  - they have also started a distance learning listserv on campus

- **Program Development: Marianne Castano Bishop, Chair**
  - currently there are thirty courses that were developed with funding from the Distance Learning budget; each time a course is reoffered the department is paid a stipend
  - this committee initially helped create the campus infrastructure of distance learning;
  - there are twice a year faculty call for proposals for new online course development ;
  - this group drafts the Memorandum of Understanding (MOU) signed by all faculty developing an online course;
  - currently this group is moving into the area of program/course evaluation; they have developed a questionnaire for formal evaluation for the faculty
  - Jeff Jones has offered assistance through his contract with Eduventures to assess the institutional impact of online enrollments.
  
- **Technology: Jim Yocom, Chair**
  - Currently assessing the current technology and looking at future technology needs
  - Current projects include : storage and backup solutions for DL course content (local vs. network); new software and hardware for course development and delivery (Raptivity and Articulate, enterprise licensing for Camtasia); server solutions for streaming content; media production (better tools for content development)
  
- **On-line Student Support Services: Cathy Buckman/Karen White, Co-Chairs**
  - Need to determine the role and appropriate membership for this subcommittee
  - Registrar Jeff Johnston will replace Cathy Buckman as Co-Chair of this subcommittee

#### **Orientation to DL Website:**

- Amy Pawlosky gave an overview of the Distance Learning website ([distance.iusb.edu](http://distance.iusb.edu))

#### **Goals for the 2009-2010 Academic Year**

- The original goal of DL Advisory Board was to get as many general education classes online as possible. In addition to this goal which continues to be a priority, the next step in campus DL development is to begin to support the development of full undergraduate and graduate degree programs which will result in long term stability of the online enrollment growth of the campus.
- Evaluation of programs, faculty satisfaction and student satisfaction is an important goal for this coming year before the next five year strategic plan for DL is developed for the campus.

Signed, Teresa Sheppard

**NEXT MEETING:** Friday, October 9, from 10-11:30 a.m. in the Administration Building Boardroom.