

Distance Learning Advisory Board Meeting Minutes

Friday, September 12, 2008

Members in Attendance:

Marianne Castano Bishop, Joseph Chaney, Nancy Wootton Colborn, Gary Kern, Jennifer Klein, Yvonne Larrier, Jackie Neuman, Amy Pawlosky, Marilynne Ramsey, Michele Russo, David Vollrath

Members Absent:

Pat Ames, Gary Browning, Cathy Buckman, Ni Chang, Alfred Guillaume, Joseph Haase, Jeff Jones, Kathleen Weidner, Karen White, James Yocom

- I. Welcome and update on Academic Year 2007-2008 and Fall2008 On-Line Enrollments: Jackie Neuman
  - a. Jackie welcomed Yvonne Larrier as a new member of the DLAB.
  - b. Fall 2008 online section enrollments are at 688 enrolled in 1292 credit hours up from last fall's 170 section enrollments for an increase of 518 section enrollments and increase of 304%.
  - c. Last year there were a total of 536 on-line section enrollments in 899 credit hours. This year fall semester alone has surpassed the annual enrollment numbers for last year...our development plan is working well!
  - d. Tuition from online course enrollments yielded a budget of \$147,319.14 for the next academic year.
  - e. A new position has been funded in ELS for the University Bulletin Coordinator/ELS Office Manager. Teresa Sheppard has been hired and begins on Monday September 15. 1/3 of her salary (\$10,000) will be paid from the DL funds to support DL programming.
  
- II. Report on new courses in development for Spring 2009:

Review Committee members were: Marianne Castano Bishop, Jackie Neuman, Jennifer Klein, Nancy Wootton Colborn, and Amy Pawlosky

  - a. The faculty Call for Proposals this summer yielded 5 courses that are being funded for Fall 2008 development and Spring 2009 offering :

<b>On-Line Course Proposals Approved for Spring 2009*</b>	<b>Faculty member developing the course</b>	<b>Number of Credits</b>
A201 Introduction to Accounting	Peter Aghimien	3 credits
W100 Business Administration: Introduction	Mark Fox	3 credits
H444 BSDH Capstone Course	Jennifer Klein	3 credits
P514 Lifespan Development	Yvonne Larrier	3 credits
E518/S12 Teaching and Learning with Microsoft Office	Judy Lewandowski	Professional Development of Teachers

**\*CSCI A201 Object-Oriented Programming in Ruby is being developed by Robert Batzinger for spring 09. It was originally funded for fall 2008 but due to a change in the computer language used, Bob requested that the course be delayed to incorporate this change.**

- III. Review of DLAB subcommittees membership by Subcommittee Chairs: Jackie Neuman, Jenni Klein, Marianne Castano Bishop, Jim Yocom, Karen White and Kathy Buckman
- a. *Administrative*: Jackie Neuman (C), Alfred Guillaume, Jeff Jones, Pat Ames, Michele Russo, Jenni Klein
  - b. *Faculty Support*: Jenni Klein (C), Marianne Castano Bishop, Ni Chang, Nancy Wootton Colborn and Amy Pawlosky
  - c. *Program Development and Evaluation*: Marianne Castano Bishop (C), Joe Chaney, Nancy Wootton Colborn, Gary Kern, Yvonne Larrier, Marilynne Ramsey, and David Vollrath
  - d. *Technology*: Jim Yocom (C), Marianne Castano Bishop, Gary Browning, Amy Pawlosky and Kathleen Weidner
  - e. *Student Services/Student Support*: Kathy Buckman and Karen White (co-C) (the rest of the committee is yet to be determined)
- IV. Report from the Madison, Wisconsin Summer Conference: Nancy Colborn and Amy Pawlosky
- Lots of free stuff
  - <http://engage.wisc.edu>
  - National Repository of Online Courses
  - Trends in distance learning
  - Convergence and unification
  - Accessibility
  - Ball State's Underground Economy
  - Administration Subcommittee Topics
  - Social Software
    - Web 2.0 (we are the media; we create)
    - Second Life Acct.
    - Low Cost-free services
- V. Discussion of IT Related Issues to Take to Faculty Senate's IT Committee: Marianne Castano Bishop
- Senate IT Committee will meet in the afternoon of the next Distance Learning Advisory Board meeting, October 10th
  - A proposed agenda item by the Senate IT Committee is distance learning issues
  - Suggestions to the IT Committee on what policies to put in place to develop a reliable and robust distance learning infrastructure in terms of hardware, software and human resources

- Various subcommittees could meet before the Oct. 10<sup>th</sup> meeting and discuss what policies are to be prioritized and forward those suggestions to Marianne to take to the Senate IT meeting; these items could also be discussed at the Oct. 10 DLAB meeting
- One of the priorities is in Human Resources and Training. Some things to consider:
  - There are faculty requests for someone to go to their classrooms to provide training to their students on how to use Oncourse CL. While this service is available through IT, not all faculty knows about it.
  - Student lab assistants are to be trained on how to use Oncourse CL by an IT staff, especially if we're promoting the use of OCL by students on campus
  - HelpDesk staff probably would need training if students call or they could forward the calls to student lab assistants
  - Reference guides for faculty developed by IT. Topics include: how to develop their mypage content; how to save files in video streaming server and how much storage they could have; etc. This could be developed in collaboration with UCET.

VI. Other Business

a. Nancy Colborn—Library

- i. Jorge Muniz, a DL course developer teaching his course this semester, requested for a tutorial of the library resources (research components) for his music course; canned tutorial for databases
- ii. IU-Eval used for course evaluations by students: students are emailed the passwords which could be labor-intensive; asked Hossein Hakimzadeh if there was an easier way for students to use IU-Eval. Hossein submitted a proposal to the Lilly Foundation and one of the goals is to simplify this process.