

**DCCCD Distance Education & Learning Technologies Council**  
**Notes from 12/9/09 Meeting**

**Attending:**

(√) Audra Barrett	(√) Lisa Nightingale	Resource: (√) Angela Auzenne
(√) Ed Bowen	( ) Jane Penney	Resource: (√) Dottie Clark
( ) Jim Corvey	( ) Jim Picquet	Resource: (√) Bob Crook
( ) Michael Dennehy	(√) Pam Quinn	Resource: ( ) Sam Govea
(√) Glenda Easter	(√) Emilio Ramos	Resource: ( ) Susan Hall
(√) J.D. Haight	(√) Shirley Thompson	
(√) Sandi Newton		

**Agenda Item: Retention Project**

Guest: Darrell Cain

Darrell presented a brief synopsis outlining the retention grant proposal for the creation of a Distance Education Institute. This institute will conduct research and serve as a host of a national database for information on community college distance education; provide services inside and outside of the District; and sponsor workshops and seminars based on findings from the institute's research.

- Action/Follow-up:
  - Darrell will send the retention proposal to DELT.
  - Share the information with your campuses and let Darrell know if there is interest.

**Agenda Item: College Relations Update**

Guests: Valerie Cavazos, Alishia Nelson, Theresa Roffino

The LeCroy Center's FAST Team is available to make presentations during faculty return week and Conference Day. Topics include accessibility, instructional design, online course design and development, social networking, universal design, TeleLearning courseware, and Quality Matters. Pat Lawton is heavily booked during the faculty return week for Bb9 training. Alishia Nelson is available for presentations related to the digital resource repository and is already scheduled to make presentations at Conference Day at three locations.

Examples of collaborative marketing efforts (print ads and online ads) were distributed. Dallas TeleLearning will exhibit jointly with the District Office at the AACC conference and will host a breakfast on April 19<sup>th</sup> with Janice Christophel making a presentation from the ID perspective. The Instructional Technology Council's annual eLearning conference will be held in Fort Worth February 20-23.

- Action/Follow-up:
  - Contact Debbie Zuke regarding Bb training needs; Robin Bartoletti regarding FAST Team presentations; or Alishia Nelson regarding repository presentations.

### **Agenda Item: Novell Formatted ID e-mail Addresses**

Based on the most recent Control Self Assessment results, Sandi is sending out a monthly tip email, and the use of email aliases was the latest topic. Using your Groupwise Novell ID formatted email address on external documents should be eliminated to be in compliance with District policy. This will greatly reduce a risk of unauthorized access. Only use your Groupwise alias email address for non-DCCCD contacts.

- Action/Follow-up:
  - Chart by campus showing who is not following the correct practice will be distributed.

### **Agenda Item: Dallas TeleCollege Update**

The number of cross-listed courses is increasing (1,748 – fall and 1,978 – spring), and more science courses were cross-listed this fall. The top five enrolling cross-listed courses are PHED1164, GOVT2302, GOVT2301, HIST1302, and HIST1301. Seat availability percentages continue to be monitored and will be pulled on cert date and not at end of semester. Related to textbooks, a list has been prepared of fall courses that are missing XBOK information.

### **Agenda Item: eCampus Items**

- The exact number of faculty who have received **v9 training** (1,000 at least) is unknown because of train the trainer. Some of the training at the campuses has included teaching tips and “splinter topics” such as syllabus and grade center.
- An eConnect screen shot was reviewed during discussion on the sequence of **course section numbering**. We are adding more courses than in the past and adding more flex terms than in the past.
- In the **Content Collections** tab, the default is set to “No.”
- Request to **create a student tab** or link from the training/support tab and include information such as the 25% rule and tutorials.
- Recommendation to put Pat’s video on the new notification dashboard tab.
- The migration to v9 has been successful, and v8 will be alive through the Spring.
- We averaged 8,000-9,000 simultaneous users earlier this week, three times more than last year. The export feature will be turned off the first week of classes.
- The Respondus lock-down browser is working.

### **Agenda Item: Strategic Distance Learning Plan**

The SDL governance team met last week and will meet again in January to review the task forces’ recommendations. Each governance team member is a liaison to a subcommittee/ task force. Intellectual property suggestions have been tweaked and will be given to the Faculty Council and VP Council for feedback. The DELT group will be handling some of the recommendations from the task forces. Some members have not seen their task force’s final reports yet.

### **Agenda Item: Around the Table Sharing**

**DSC** has worked to correct the slowdowns on Colleague experienced by student services staff during peak registration periods. The ITSPC will meet in February. A new version of Datatel Colleague Client is being tested.

**El Centro** is developing guidelines for which courses can go online (peer reviewers and QM checklist).

**Richland** has scheduled intensive workshops for the spring on course alignment. All WinterTerm instructors have completed v9 training.

Everyone teaching in WinterTerm and Spring at **Cedar Valley** has completed Bb v9 training. **Brookhaven** is keeping track of everyone who has taken the v9 training.

At **LeCroy**, Leon Hart has been hired to fill Andrew Mashburn's position, and interviews are continuing for the position held by Ashley McMeans-Lieberenz at LeCroy.

**Next Meeting** - 1:30 on **January 13** at LCET.

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