

Department Chair Meeting
Minutes
Distance Learning Advisory Committee
March 18, 2015

The meeting was called to order by Dr. Larry Bates. Those present were: Mr. Justin “Bishop” Alexander, Dr. Linda Austin, Dr. Larry Bates, Dr. Mary Bowers, Mr. Willard Brewer, Dr. Alejandra Alvarado-Brizuela, Dr. Thomas Calhoun, Mr. Ethan Humphres, Dr. Keith Jones, Dr. Marilyn Lee, Dr. Natasha Lindsey, Ms. Ambur Love, Mr. John McGee, Ms. Celia Reynolds, Dr. Jill Simpson, Dr. May Takeuchi, and Dr. Ryan Zayac.

Minutes & Agenda

There was a motion to edit the minutes. It was noted that Shared Governance is not reviewing DLAC’s proposal, rather it should read that Mr. Ethan Humphres’ proposal is being reviewed. Motion to edit was passed and minutes were approved with this edit.

Agenda for today’s (March 17, 2015) meeting was approved.

Old Business

There was no old business.

New Business

1. DLAC Annual Conference

Conference discussion: Was some discussion of the evaluation of screens and need for a larger budget (may add keynote speaker). It was noted that attendance was down and there was discussion regarding possible causes. Previous weather resulting in school closings that made professors less flexible to attend and miss class was one option mentioned and the unusual semester makes it difficult to judge attendance as measure of satisfaction with the program. Food quality was also discussed. Attendees will get certificates. Overall, the consensus was that the conference was well organized.

2. Discussion of DLAC Charge

Was noted that our charges consist of

a) to serve as a general advisory committee for the University's distance learning program

b) to aid the coordination of distance learning programs by gathering information on such programs across the campus and providing this information to program heads and administrators

c) to develop recommendations for the improvement of distance learning programs.

Was some discussion about how well we are actually doing (b) above. Also there was some discussion about whether (c) above was being addressed adequately. Was a discussion about whether the word "distance" was the best term, but it was noted that whatever word is used to describe this committee, other locations like Athens, AL and China should be covered in it.

Was noted that a Distance Learning manual was produced but has largely been ignored. Dr. Bowers noted that captioning will be required in courses and there was some discussion about technology to accomplish that task.

Finally, the committee passed a motion to form a subcommittee to examine our role on campus with focus on the charge and possible changes needed to the charge. It was acknowledged that this subcommittee will probably carry over into the next academic year. Volunteers selected for the subcommittee included Mr. John McGee, Dr. Jill Simpson, Dr. Marilyn Lee, and Dr. Celia Reynolds.

3. Discussion of Emergency Preparedness.

DLAC Committee has not seen any proposal at this time. Apparently there is a task force/work group created that includes the Director of Facilities, VP of Student Affairs, VP of Business Affairs, University Communications, Director of Athletics, I.T. Director, and COAD, and perhaps others and they are gathering information. Was noted that the faculty involvement on this work group is almost non-existent. Discussion took place on preparedness for

snow days: students' workload for "missed" classes; why there was any disruption of class experience given our ability to put up material online.

4. Discussion of DLAC Website within Shared Governance

Dr. Bates noted that he has failed to update the minutes this year and that many annual reports are missing and need updated on the DLAC website. He noted that he would get the minutes from this year, possibly last year, and at least the last (2013-14) annual report posted by contacting Phyllis Underwood.

There was no other new business.

Meeting adjourned at 2:45 pm.