

# Distance Learning Advisory Committee

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## MEETING MINUTES

Friday, September 9, 2016  
TEC Conference Room

Members in attendance:

Jennifer Baine  
Dr. Ken Bridges  
Benjamin Cagle  
Angel Callicott  
Dr. David Carty  
Caroline Hammond  
Donna Hendricks  
Jim Roomsburg  
Roslyn Turner  
Dr. Susanne Wache  
Sherri Whitehead  
Nancy Whitmore  
Lauri Wilson  
Ray Winiecki

Meeting began at 8:03 AM.

### **1) Online Faculty Handbook**

Jim Roomsburg has drafted an Online Faculty Handbook using components of the existing Faculty Handbook. The Jenzabar section needs a lot of work. Jim needs a good source for grievance procedures. It is in Blackboard and it consists of 11 chapters. It is expected to eventually be used as part of Faculty orientation, where parts of the course will include mandatory assessments.

### **2) Minutes from Last Meeting**

Roslyn re-read and re-worded the meeting minutes from the previous meeting. A motion was made by Nancy Whitmore and seconded by Dave Carty to approve the committee minutes from September 2, 2016 as amended. Vote passed unanimously.

### **3) Online class enrollment limit**

A discussion followed regarding the class enrollment limit for online courses. Caroline Hammond motioned that we have section 5D, from the Distance Learning Policies and Procedures stricken from the record. The motion was seconded by Nancy Whitmore. The motion passed unanimously.

Meeting ended at 9:01 AM.