

# Distance Learning Committee

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## MEETING MINUTES October 19th, 2018

### **I. Call to order**

Jim Roomsburg called to order the regular meeting of the Distance Learning Committee, at 9:04am on Friday, October 19th, 2018 in the Computer Technology Conference Room.

### **II. Roll Call**

*The following committee members were present: Mir Ali, Benjamin Cagle, Dr. David Carty, David Griffith, Susan Heyde, Dr. Rhonda Lee-Ernest, Jim Roomsburg, Heather Smith, Rebecca Wagner, Genevieve White, Caroline Hammond, and Dr. James Yates*

*The following committee members were excused: Henry Culbreth, Mindy Farley and Ray Winiiecki*

### **III. Approval of minutes from the last meeting**

Benjamin Cagle made a motion to approve the minutes of the committee meeting held on Monday, March 12th, 2018. The motion was seconded. All approved.

Dr. David Carty made a motion to approve the minutes of the committee meeting held on Thursday, August 16th, 2018. The motion was seconded. All approved.

### **IV. Old Business**

- a. Academic Affairs Committee Task: What is the \$28/credit hour fee for online courses used for? Benjamin Cagle reported that, after communicating with David Henry and Carey Tucker, the \$28/ credit hour online fee is collected to pay for the distance learning expenses of the college.
- b. When and how courses are opened in Blackboard: David Griffith made a motion to refer this matter to the Faculty Affairs committee. The motion was seconded. All approved.

### **V. New Business**

- a. Genevieve White proposed that the Distance Learning committee use Zoom for its next meeting, November 16<sup>th</sup> at 9:00am. The motion was seconded. The motion passed. If preferred, members may attend in TEC 229, where the meeting will be streaming.
- b. Susan Heyde moved to extend the meeting. Motion was seconded. All approved.
- c. Benjamin Cagle made a motion that the chair, Jim Roomsburg, appoint a sub-committee to look into standardizing course design in Blackboard. The motion was seconded. All approved. Mr. Roomsburg appointed those who volunteered:

Sub-committee members

Vicki Badgley  
Benjamin Cagle  
Caroline Hammond  
Susan Heyde  
Dr. Rhonda Lee-Ernest  
Jim Roomsburg  
Genevieve White

**VII. Adjourn**

Dr. David Carty moved to adjourn. The motion was seconded. All approved. The meeting was adjourned at 10:14am.

*Minutes submitted by:  
Benjamin Cagle*