

Institutional Effectiveness Yearly Report Form  
Distance Learning Committee, 2013-2014

<b>Names of Members</b>	<b>Date 9/13</b>	<b>Date 11/8</b>	<b>Date 3/7</b>	<b>Date 4/11</b>	<b>Date</b>	<b>Total</b>
Brad Roberts*						
Savannah Sipple**						
Wendy Davidson						
Jackie Hall	E		E			2
James King/Mindy Spicer		E		E		2
Rex Medlin	E					1
Lois Puffer		E	E			2
Beverly Smith		E				1
Doug Adams	E	E		E		3
Dr. Ella Strong*****						
Jeremy Wood						
Lana Medlin						
Adam Nickel	E					1
Donna Combs	E	E				2
Judy Johnson	E	E	E	E		4
Kimberly Marsh	E		E	E		3
Dr. Deronda Mobelini	E	E				2
Germaine Shaffer		E	E	E		3
Melissa Vermillion		E	E	E		3
Randy Bowling	E		E	E		3
Shalena Jarvis			E			1
Carolyn Bush		E				1

Total Present	13	12	14	15		
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\* = Chair

\*\* = Co-chair

\*\*\* = Student

\*\*\*\* = Guest

\*\*\*\*\* = ex-officio

E = members who notified the chair of a reasonable excuse to miss.

Please complete the following information to summarize the work of this HCTC Committee for the 2013-2014 academic year:

I. Number of meetings held: 4

**II. PRIMARY focus for the year of 2013-2014:** Revision of core HCTC Online supporting documentation, procedures and presence to enhance online learning.

**III. Major ACCOMPLISHMENTS:**

1. 53 courses complete the course review process.
2. 12 faculty complete certification to teach online.
3. Utilized faculty input to revise QA Checklist.
4. Utilized faculty input to revise DL Readiness Assessment.
5. Utilized faculty input to revise DL Guide.

**IV. Recommended FOCUS FOR UPCOMING YEAR 2014-2015:**

1. Begin review of ADA/Accessibility options for online courses.
2. Implement new QA Checklist.
3. Continue QA process to complete remaining certification of online courses.
4. Use DL Data to construct a reporting structure for enrollment and other important aspects related to HCTC Online.
5. Develop and implement new DL Orientation to increase student success.
6. Continue with HCTC Online website updates to increase presence.

Chair Signature and Date: Brad Roberts 4/28/14