

Institutional Effectiveness Yearly Report Form
Distance Learning Committee, 2011-2012

Names of Members	Date 09-02-12	Date 11-10-11	Date 2-29-12	Date 3-19-12	Date 4-17-12	Date 5-7-12	Total
Ella Strong, Chair	X	X	X	X	X	X	5
Donna Combs	E	E	E	E	X	X	1
Robert Campbell	E	E	X	X	X	X	3
Tracy Counts	X	E	E	No longer an employee	No longer an employee	No longer an employee	1
Paul Currie	X	E	X	X	Michael Nyagol	Michael Nyagol	4
Wendy Davidson	Not added to the committee	Not added to the committee	X	X	X	X	3
Jackie Hall	X	X	Sharon Collins	X	E	E	4
James King	E	X	X	X	X	X	4
Judy Johnson	X	X	Dana Werstler	Dana Werstler	E	E	4
Scott May	X	X	X	X	X	X	5
Anna Napier	E	E	E	E	E	E	0
Lois Puffer	X	X	X	X	X	E	5
Brad Roberts	X	X	X	X	X	X	5
Beverly Smith	Not added to the committee	X	E	E	E	X	1
Stephanie Vergne	X	X	E	Susan Johnson	X	X	4
Total Present	9	8	10	11	10	10	

* = 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 2011-2012 academic year:

I. Number of meetings held: 6

II. PRIMARY focus for the year of 2011-2012:

The primary focus of the DL committee was to implement the quality assurance process which included the faculty and course certifications.

III. Major ACCOMPLISHMENTS:

100% of Faculty certified.
25 courses completing course certification process.

IV. Recommended FOCUS FOR UPCOMING YEAR 2012-2013:

- Re-evaluate course review process to include presentation of content.
- To continuously offer the faculty certification each academic year and assess the training for effectiveness.
- To re-evaluate how faculty learn techniques for online courses and how to engage the student. Develop a training plan and create how-to videos to assist students and faculty.
- Focus on professional development for students and part-time instructors.

Chair Signature and Date: _____

Ella J. Strong

Mandate: This committee was originally recommended by the KCTCS 504/ADA Effective Communications Work Group and the increased need for distance education procedures at the local level (September 27, 2004). The committee was disbanded in Spring 2007. The Assessment and Outcomes Committee recommended that a DL Task Team be created (April 2010) to address several tasks in relation to assessment, and recommended that the task team become a standing committee again (April 2011).

Charge: This committee is charged to create, maintain, review, recommend, and evaluate all distance learning procedures, processes, and issues at the local level including 504/ADA distance education and SACS compliance. This committee will review concerns from faculty, division chairs, program coordinators, administrators, and students. This committee shall assume the responsibility of creating and updating Distance Learning Operational and Assessment Plan on an annual basis. This committee will communicate with the Academic Leadership Team.

Membership: Distance learning coordinator, other distance learning representatives, web master and/or Technology solutions staff, faculty representation from division and who teach distance learning courses, IR and assessment coordinators, a representative from student support services, testing center, business services, learner success, libraries, and a student representative.

Reports to: Academic Services