



Robert Campbell/Cathy Branson			E	E	E		4
Total Present	12	17	10	8	11	13	

\* = 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 2012-2013 academic year:

I. Number of meetings held: 6

**II. PRIMARY focus for the year of 2012-2013:** Access to online courses, quality assurance, training and support for faculty and students.

III. Major ACCOMPLISHMENTS:

1. 35 courses complete the course review process.
2. 7 faculty complete certification to teach online.
3. Identified strategies to reduce the total number of students enrolled in non-HCTC courses.
4. Utilized faculty input to revise DL Quality Assurance Process.
5. Surveyed faculty in each division (including part-time) to determine PD opportunities.
6. PD opportunities identified and offered to increase knowledge & skills of faculty. Two sessions were offered in the evening to meet needs of part-time faculty.
7. Increased webinars and online trainings to further meet PD needs. These were not well attended.

**IV. Recommended FOCUS FOR UPCOMING YEAR 2013-2014:**

To be determined by 2013-2014 distance learning committee at first meeting of Fall 2013 semester.

Chair Signature and Date: Wendy Davidson 5/31/13