



KENTUCKY
Council
on postsecondary education

**Distance Learning Advisory
Committee**

(DLAC)

Council on Postsecondary Education
8:30 am to 10:30 am – Meeting Room A
1024 Capital Center Drive, #320
Frankfort, Kentucky

January 7, 2004

DLAC Agenda Book

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DLAC AGENDA

Time: 8:30 am – 10:30 am

Location: CPE Offices -- Meeting Room A
Frankfort, Kentucky

- 1. Roll Call**
- 2. Approval of Minutes**
- 3. Chair's Introductory Remarks**
- 4. Introductions**
- 5. UPDATE: eLearning Strategy Steering Team**
 - a. Overview of eLearning Strategy Development Process
 - b. The eLearning Steering Team (eLST)
 - c. The eLST Timeline
 - d. sLST workgroups and topics
 - e. What the eLST needs from DLAC today...
- 6. DISCUSSION: The Role of eLearning in Kentucky**
- 7. ADJOURN**

The Distance Learning Advisory Committee (DLAC)
Minutes: October 1, 2003 at 9:00 a.m. (ET) at the Capitol Annex, Room 129

ROLL CALL

The following members were present: Thomas Layzell, F. King Alexander, Ronald Eaglin, Byron Bond (representing Joanne K. Glasser), John Hicks (representing Mary Lassiter), Willie Lile, Michael Krause (representing Michael B. McCall), Viola Miller, Jim Nelson, Ron Moore (representing James R. Ramsey), Robert Wyatt (representing Gary A. Ransdell), Lee T. Todd, William H. Turner, Aldona Valicenti, Doug Robinson, Gary Pratt (representing James C. Vortruba), Bill Wilson (representing Malcolm Wall), Linda Pittenger (representing Gene Wilhoit), Jim Applegate.

Also present: Norma Northern, Myk Garn, Sue Moore, Randolph Hollingsworth, Gene Ranvier, Sue Patrick, Enid Wohlstein, Ben Boggs, and Melissa McGinley.

APPROVAL OF MINUTES

The minutes of the July 2, 2003 meeting were approved as distributed.

WELCOMING REMARKS

President Thomas Layzell presented his welcoming remarks and spoke on the leadership and staff changes Kentucky Virtual University (KYVU). He also spoke of the updates since the last DLAC meeting.

UPDATES

- KYVU Performance Audit
- Kentucky Virtual Library-over 6.5 million searches for 2003 and new workgroups (ADA, Outreach, and Portal).
- KYVU –Record Enrollments for Fall 2003 of 16,000 (12,000-Academic and remaining are Professional Development).
- Ecommerce is now in use by EPSB using the Educart function, which is where the student pays for their course and accesses almost immediately.
- NASCIO Award for the Kentucky Virtual Adult Education Website-Most Innovative Use of Technology.
- Go Higher Kentucky Web Portal is developing with online admissions, transcripts, and individual graduation plans for high school juniors and seniors.

AGENDA ITEM: Proposal to Expand the DLAC Role

Thomas Layzell spoke about expanding the role and membership of DLAC. The expansion of DLAC will increase attention on distance education and strategic coordination of distance education across different delivery modes, providers, and agencies. Jim Applegate and Myk Garn introduced the recommendations on expanding the DLAC role and membership.

- Jim Applegate proposed the expansion with starting a Steering Team.
- Aldona Valicenti stated there are many opportunities within state government and the use of the National Guard and United States Army will be helpful in opportunities with technology and distance education.

There was much discussion on how the regional institutions needed more direction to solve distance learning issues.

The discussion followed with a vote for three recommendations:

- Assemble an eLearning Strategy Steering Team
- Develop an eLearning Strategic Plan
- Expand Membership and Role

The vote of assembling an eLearning Strategy Steering Team was accepted.

AGENDA ITEM: Approval of 2004 DLAC Meeting Schedule

The 2004 DLAC meeting schedule was approved.

ADJOURN

The meeting adjourned at 10:20 a.m. The next meeting will be held on January 7, 2004 at the CPE Offices in Conference Room A.

UPDATE: eLearning Strategy Steering Team

The Distance Learning Advisory Committee met October 1, 2003, to consider expanding its role to focus on all forms of distance education provided by Kentucky's postsecondary institutions and agencies.

An analysis of Kentucky postsecondary distance education activity was presented to inform the discussion. The report, "Postsecondary Distance Education in Kentucky: A 2003 Distance Education Snapshot," found that distance education use in Kentucky is strong, experiencing continuing growth and offering both access and convenience to students. These conclusions support national findings that distance education is an increasingly important part of institutional teaching strategies. The increasingly important role played by all forms of distance education had led DLAC to consider expanding its statutory responsibilities as a KYVU advisory group to include coordinating the multiple forms of distance education in Kentucky offered by a wide range of providers. Increased attention to and planning of all modes of distance education are necessary to ensure Kentucky is offering the programs required to meet the needs of on- and off-campus students and support economic development.

At the October 1 meeting, DLAC voted to create a strategic planning team that will draft an eLearning Strategic Framework for Kentucky for presentation to DLAC in spring 2004. The Framework will establish a vision for distance education that meets institutional, system, and state goals. It also will define the distance education policies, programming, support services, and infrastructure that are required to realize the eLearning vision of DLAC. Finally, the Framework will include recommendations for changes in the role and membership of DLAC.

Following the Oct. 1 meeting the eLearning Steering Team (eLST) was assembled through nominations from the DLAC members (Appendix A). On Dec. 3, 2003 the eLST convened to begin work on the strategic framework development process. The eLST has assembled and is reviewing a set of the goals and initiatives that distance education is expected to support, and the needs associated with accomplishing these objectives at the DLAC agencies and institutions. The eLST has also established four workgroup (policy, programs, support services, and infrastructure) and a writing team in preparation of the strategic framework development process outlined in Appendix C.

DISCUSSION: The Role of eLearning in Kentucky

PROPOSED DISCUSSION TOPICS:

1. **Issues and Opportunities** (workgroup topics)
 - a. Policy
 - b. Programs
 - c. Support Services
 - d. Infrastructure

2. **How does eLearning fit into other Kentucky goals?**
 - a. Six goals of House Bill 1
 - b. Five questions
 - c. Four workgroup topics
 - i. Policy
 - ii. Programs
 - iii. Support Services
 - iv. Infrastructure
 - d. Three CPE policy workgroups
 - i. Affordability
 - ii. Workforce development
 - iii. Seamlessness

3. **What role should DLAC play?**
 - a. How should DLAC be organized?
 - b. Who should be part of DLAC?

DISCUSSION MODERATORS:



Bruce Chaloux, Director, Electronic Campus, Southern Regional Education Board (SREB). Bruce Chaloux directs the 16-state Electronic Campus initiative of the Southern Regional Education Board. The Electronic Campus, the South's "electronic marketplace" for distance education courses and programs, has grown to include more than 8,000 credit courses and 350 degree programs from more than 300 colleges and universities in the region. He is directing SREB's efforts in establishing an integrated regional learning portal—Ways In Mentor—which will launch in early 2004, as well as SREB's Distance Learning Policy Laboratory, an effort designed to address policy "barriers" to distance learners. He is also directing a new Lumina-supported project for a regional "Adult Learning Campaign."

His numerous professional assignments and activities include past-chair of the Southern Association of Colleges and Schools Committee on Distance Learning and the Council of Graduate School's Distance Learning Task Force. Currently he is serving on the Council for Academic Management for the eArmy U initiative, the Board of Directors of the Sloan Consortium and the Board of Advisors to the Academic ADL Co-lab (developers of 'SCORM' standards).

He has published numerous articles and chapters and has contributed to numerous reports on technology, quality assurance and distance learning, has made over 400 presentations on these and related topics both in the U.S. and abroad. He has served as a consultant to some 20 states, to numerous colleges and universities, and has worked internationally in Canada, Hong Kong and the United Arab Emirates.



Sally Johnstone, Director, Western Cooperative for Educational Telecommunications (WCET). Dr. Sally M. Johnstone is the founding director of the WCET at the Western Interstate Commission for Higher Education (WICHE). In that role she is a resource for state governing boards, legislators, governors, as well as college and university administrators on higher education technology issues.

The WCET is a membership organization with staff located in Boulder, Colorado. Its 240 plus members are located in 45 U.S. states and eight countries. WCET members are primarily public colleges and universities but also include private institutions, government agencies, and corporations. The WCET staff develop research projects focusing on the state and institutional issues resulting from the integration of technology into the teaching and learning processes; consult with higher education institutions; hold professional development institutes for practitioners; publish timely reports, and generally support their members in the planning for and implementation of distributed learning.

Johnstone authors a monthly column for Syllabus magazine on distance learning, serves as a Consulting Editor for Change magazine, and gives about a dozen invited addresses each year to higher education organizations. She has served on the Boards of the American Association of Higher Education and the U.S. Open University.

ADJOURN

Next DLAC Meeting: Monday, April 5, 2004

Appendix A

eLST Steering Team Members

Institution and Agency Representation

Carole Beere	Associate Provost for Outreach and Dean of Graduate Studies, Northern Kentucky University
Rich Boyle	Assistant Dean, Continuing Education and Outreach, Eastern Kentucky University
Mike Clark	Kentucky Educational Television
Dan Connell	Associate Vice President for Academic Outreach and Support, Morehead State University
Sandy Cook	Manager of eLearning Programs, KCTCS
Philip Greasley	Dean, University Extension, University of Kentucky
Richard Kirchmeyer	Vice President, Information Technology, Western Kentucky University
Terry Magel	Director, Continuing & Distance Education, Kentucky State University
Charles Martie	Office of the State Budget Director
Rose Pennington	Director Professional Development & Training, Cabinet For Families & Children
Jim Nelson	State Librarian & Commissioner, Kentucky Dept of Libraries & Archives
Lee Nimocks	Vice President, Assoc. Of Independent Kentucky Colleges & Universities
Linda Pittenger	Executive Director, Kentucky Virtual High School, Ky Department Of Education
Gary Pratt	Associate Provost for Information Technology, Northern Kentucky University
Gale Rhodes	Director, Delphi Center for Teaching and Learning, University of Louisville
Doug Robinson	Executive Director of the Office of Policy and Customer Relations, Governor's Office For Technology
Joyce Wogoman	Workforce Development Cabinet
Robert Wyatt	Director of Distributive Learning, Western Kentucky University
John Yates	Dean, Center for Continuing Education, Murray State University

CPE Staff

Tom Layzell	President. Council On Postsecondary Education
Jim Applegate	Vice-president, Academic Affairs
Norma Northern	Interim CEO, Kentucky Virtual University
Myk Garn	Senior Advisor for Distance Education, Academic Affairs

Appendix B

Outline for the Kentucky eLearning Strategic Framework

An for Kentucky Postsecondary Distance Education should:

- I. **Establish the vision** for distance education methodologies and technologies should play in meeting institutional, state and system goals, including the following:
 - a. Access
 - b. Capacity
 - c. Quality
 - d. Collaboration
 - e. Affordability

- II. **Define the distance education policies, programming, support services, and infrastructure** that are required to realize the eLearning vision of DLAC. These include:
 - a. Describe and develop distance education *policies* for Kentucky postsecondary education that include:
 - i. Tuition rates and the costs of distance education
 - ii. Transfer
 - iii. Collaborative models that reduce duplication and competition
 - iv. Define the appropriate relationship between KYVU, postsecondary, and other distance learning providers in meeting state needs.
 1. Right of first refusal for institutions (KPPS)
 2. KYVU's relationship to non-postsecondary providers e.g. developing contractual relationships with EPSB, adult education, etc.
 - b. Assess and determine appropriate distance education *programming*, including:
 - i. Identify gaps in access to programs needed to address Kentucky's workforce needs (degree and professional development programs) including:
 1. Health professions
 2. Information technology
 3. Advanced manufacturing
 4. Bio-technology
 - ii. Identify providers best positioned to provide needed programs
 - iii. Identify and promote new models for program delivery that demonstrate how to use technology to practically and dramatically increase the capacity and scalability of program offerings to meet state needs and address enrollment increases in difficult economic times, including areas of shortage such as:
 1. Nursing
 2. Public health
 3. Teaching
 - c. Identify and establish the *support services* for distance education students and *faculty*. In order to assure the success of distance education learners, the eLearning strategy will examine electronically delivered/supported student services including:
 - i. Faculty training and support
 - ii. Quality assurance
 - iii. Accessibility
 - iv. Test proctoring
 - v. Statewide library support matrix (KYVL)
 - vi. Admissions/Go Higher
 - vii. Advising/UCAN
 - viii. Tutoring
 - ix. Market focused portals i.e. for teachers, adult learners, or state employees.

- d. Review and describe the *infrastructure* Kentucky needs to support the eLearning vision. The eLearning strategy will address:
 - i. Role of, and strategy for, common technologies e.g. CMS
 - ii. Joint purchasing, contracting opportunities
 - iii. Postsecondary Education Technical Advisory Committee (PETAC)
 - iv. Shared hosting
 - v. Common administration of applications
- III. **Define the DLAC membership, structure, and relationships** that are required to realize the eLearning vision of DLAC. These include:
- a. DLAC membership for other learner/provider communities should be addressed including:
 - i. Adult Education
 - ii. Distance Education Student representation
 - b. Review of existing structure. During the planning stages of KYVU (1997-1999), DLAC established several workgroups:
 - i. Student Services
 - ii. Technology (incorporated into PETAC)
 - iii. Financial Affairs
 - iv. Marketing
 - v. Bookstore (non-active)
 - vi. Faculty Development (currently managed by CPE)
 - vii. KYVU Academic Council (Chief Academic Officers)
 - viii. KYVU Coordinators (institutional/agency Distance Learning administrators)
 - c. The DLAC relationship to other distance learning organizations in Kentucky should be reviewed and assessed. Some of these organizations include:
 - i. Kentucky Educational Television (KET)
 - ii. Kentucky Tele-Linking Network (KTLN)
 - iii. Kentucky Virtual University (KYVU)
 - iv. Kentucky Virtual High School (KVHS)
 - v. Kentucky Telecommunications Consortium (KTC)
 - vi. Connected Learning in Kentucky (CLIK)
 - vii. Kentucky Distance Learning Association (KDLA)

Appendix C

Timeline for eLearning Strategic Framework

2003	Date	Activity
October		
	1	DLAC establishes eLearning Steering Team
	17	eLearning Steering Team (eLST) nominations due
	31	Determine attendees for Jan 7 Vision meeting Strategy preparation materials to eLST
November		
	21	Institutional goals, initiatives, need due from eLST members
December		
	3	eLearning Steering Team (10:30a – 12:30p)
	12	Workgroup meetings scheduled
	17	Jan 7 Vision meeting materials sent to DLAC and eLST
	19	Workgroup nominations due

2004	Date	Activity
January		
	7	Joint DLAC/eLST Vision Session (8:30a – 10:30a)
	16	eLST Meeting (with workgroups 9:30a – 12n)
	20	Programs Workgroup session (9:30a – 12n)
	21	Support Services Workgroup session (9:30a – 12n)
	22	Infrastructure Workgroup session (9:30a – 12n)
	23	Writing Team meeting (9:30a – 12n)
	28	Policy Workgroup session (9:30a – 12n)
	30	eLST Meeting (9:30a – 12n)
February		
	2	Policy Workgroup session (9:30a – 12n)
	3	Programs Workgroup session (9:30a – 12n)
	4	Support Services Workgroup session (9:30a – 12n)
	5	Infrastructure Workgroup session (9:30a – 12n)
	11	CPE Report
	11	Writing Team meeting (9:30a – 12n)
	13	eLST Meeting (9:30a – 12n)
	16	Policy Workgroup session (9:30a – 12n)
	17	Programs Workgroup session (9:30a – 12n)
	18	Support Services Workgroup session (9:30a – 12n)
	19	Infrastructure Workgroup session (9:30a – 12n)
	25	Writing Team meeting (9:30a – 12n)
	27	eLST Meeting (9:30a – 12n)

March		
	3-4	Writing Team meeting (9:30a – 12n)
	12	eLST Meeting (9:30a – 12n)
	15	CCAO Report
	17	Writing Team meeting (9:30a – 12n)
	24	Writing Team meeting (9:30a – 12n)
	26	eLearning Strategy draft to DLAC members
April		
	5	DLAC Meeting: Review draft of eLearning Strategy
	9	eLST Meeting wrap-up (9:30a – 12n)
	14	Writing Team meeting (revisions)
May		
	24	CPE Report
	24	CCAO Report

Appendix D

eLST Workgroup Members

Policy Workgroup	Programs Workgroup
John Yates (MuSU)	Sandy Cook (KCTCS)
Jim Nelson (KDLA)	Phil Greasley (UK)
Carole Beere (NKU)	Rose Pennington (CFC)
Dan Connell (MoSU)	Rob Wyatt (WKU)
Chuck Martie (OSBD)	Connie Baird (UK)
Norma Northern (KYVU)	Dianne Bazell (CPE)
Linda Pittenger (KVHS)	Ben Boggs (CPE)
Doug Robinson (GOT)	Terri De Yong (KVHS)
Joyce Wogoman (DTE)	Bob Fortney (KVHS)
Joni Allison (UL)	Randolph Hollingsworth (KYVU)
David Brauer (KCTCS-HCC)	Lisa Jackson (KCTCS-HCC)
William Davis (KCTCS-CKTC)	Bruce Jost (KCTCS-JCC)
Michelle Deeley (KCTCS-GCTC)	Chela Kaplan (EPSB)
Megan Downing (NKU)	Gene Kleppinger (EKU)
Beth Laves (WKU)	Jacqueline Korengle (KYAE)
Terry Magel (KSU)	Julie Lewis (MoSU)
Norman Pedigo (UK)	Andrea Milam (UK)
Reecie Stagnolia (KYAE)	Joe Morgan (DTE)
Bill StPierre (EKU)	Peggy Mueller (KYAE)
Tim Todd (MuSU)	Debbie Poweleit (NKU)
	Brian Van Horn (MuSU)
	William Wade (KCTCS-WKCTC)

Support Services Workgroup	Infrastructure Workgroup
<p>Gale Rhodes (UL) Rob Wyatt (WKU) Mary Abrams (KCTCS) Connie Baird (UK) Kim Bloomfield (KCTCS-MCC) Ben Boggs (CPE) Charlene Davis (KDLA) Bob Fortney (KVHS) Robert Hackworth (KVHS) Robert Johnson (KCTCS-JCC) Loretta Lykins (MoSU) Patty Mitchell (KCTCS-HCC) Joe Morgan (DTE) Peggy Muller (KYAE) Della Pack (KCTCS-Big Sandy) Debbie Poweleit (NKU) Crystal Riley (MuSU) Mary Smith (MuSU) Tina Stafford (MoSU) Sandra Tucker (KCTCS-WKCTC) Rhonda Wheeler (EKU) Enid Wohlstein (KYVL)</p>	<p>Rich Boyle (EKU) Richard Kirchmeyer (WKU) Gary Pratt (NKU) Doug Robinson (GOT) Mark Bengel (CFC) Robert Hackworth (KVHS) Allan Heaps (WKU) Stewart Johnson (KYAE) Michael Judge (MoSU) Linda Miller (MuSU) Miko Pattie (CPE) Dennis Robinson (UL) Andy Spears (UK) Mac Stivers (DTE) Dennis Taulbee (CPE) Rick Clopan (KCTCS) Gwyn Sutherland (KCTCS-ECTC)</p>

Appendix E

Six Goals of House Bill 1

1. A seamless, integrated system of postsecondary education strategically planned and adequately funded to enhance economic development and quality of life.
2. A major comprehensive research institution ranked nationally in the top 20 public universities at the University of Kentucky.
3. A premier, nationally recognized metropolitan research university at the University of Louisville.
4. Regional universities, with at least one nationally recognized program of distinction, working cooperatively with other postsecondary institutions.
5. A comprehensive community and technical college system.
6. An efficient, responsive, and coordinated system of autonomous institutions that delivers educational services to citizens in quantities and of a quality that is comparable to the national average.

Five Questions to gauge our progress

1. Are more Kentuckians ready for postsecondary education?
2. Are more students enrolling?
3. Are more students advancing through the system?
4. Are we preparing Kentuckians for life and work?
5. Are Kentucky's communities and economy benefiting?



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