

**Distance Learning Advisory Committee Meeting
Minutes – June 17, 1998**

The Distance Learning Advisory Committee (DLAC) was convened by Merl Hackbart on June 17, 1998.

Dr. Hackbart indicated that Chair Lee Todd was unable to attend the meeting and that he extends his apology to the group. Chair Todd had asked Dr. Hackbart to chair the meeting.

The roll was called by Larry Fowler and those members, or their representatives, present were:

Members:

John Yates for President Kern Alexander
Charles Anderson for President Ransdell
Ron Moore for President John Shumaker
Betty Olinger for President Mary Smith
Ben Carr for President Charles Wethington
President James Votruba
Virginia Falkenberg for President Hanly Funderburk
President Ronald Eaglin
Virginia Fox
Secretary Viola Miller
Gary Cox
Merl Hackbart
Ken Walker

Staff:

Dennis Taulbee
Larry Fowler

The minutes of the April 22 meeting were approved without change.

Dr. Hackbart announced that Dr. Ron Moore, Interim Chief Information Officer for KCTCS, has replaced Jack Moreland as the KCTCS representative on the DLAC.

Dr. Hackbart called attention to the following handouts:

- A copy of the final report from CVU consultant, Dr. George Connick.
- A letter from Jim Nelson indicating that he would be unable to attend the meeting but wanted to extend his support for the CVL consultant report that would be discussed later in the agenda.

- A memorandum and attachments from Secretary Vi Miller that illustrate the complexity of issues surrounding the CVU concept and also illustrating that some faculty are moving forward in planning programs for offering through the CVU.

The next item was an action item calling for approval of the *Policy Statement Guiding Development of the Commonwealth Virtual University*.

Dr. Hackbart briefly described the history of the development of the policy over the past 5-6 months and asked for discussion.

After extended discussion it was agreed that staff would be entrusted to make changes in the draft reflecting the discussion and that the draft would then be submitted to the CPE for approval at its July 13 meeting. The changes to be made were as follows (the changes were all under the major section, "Role of CPE"):

- The policy statement should more clearly distinguish responsibilities of the CPE and the CVU by specifically modifying language in the first and last sentences of the first paragraph under "Role of CPE." (Note: in regards to these first paragraph changes, staff used the exact language suggested by the committee)
- A bullet related to "inefficiencies" should be phrased more "positively"
- A new bullet was to be added that focused on outcomes and accountability.

The motion to approve the policy with stipulated changes was made by President Votruba and seconded by Betty Olinger. The motion carried without opposition.

Dr. Hackbart noted the next agenda item included in the handouts, was an action item related to the final report of the CPE's CVU consultant, Dr. George Connick. Dr. Connick made a summary presentation of his findings and recommendations. He noted that there was a critical need for staff but that recruitment could take several months. In the interim, he suggested outsourcing several of the functions and using consultants.

Following discussion, President Eaglin moved that the report be received by the DLAC for review and discussion at the July 13 DLAC meeting. The motion was seconded by President Votruba. The motion passed without opposition.

Staff was then asked to review the report and develop a short-term implementation plan for assisting the committee in moving forward in July. If possible, the implementation plan should be reviewed by the DLAC Policy Committee, either as a group or individually prior to the July 13 meeting. Staff was also asked to develop a position description for recruiting a Chief Executive Officer for the CVU.

The next agenda item was an action item on the Commonwealth Virtual Library (CVL). Dr. William Gray Potter, the CPE consultant for the CVL, presented his final report and recommendations. Following discussion, on a motion by President Cox and seconded by Secretary Vi Miller, the committee approved the report and forwarded it to the CVL Steering Committee for implementation of the 14-point work plan suggested by Dr. Potter.

Dennis Taulbee gave a brief report on the Pilot Projects Work Group that met on June 4. Norma Adams chairs the group but she unable to attend today's DLAC meeting. Other members of the Work Group who participated in the June 4 meeting were Virginia Fox, Jim Nelson, Aldona Valicenti, Charles Anderson for President Ransdell, and Ken Walker. Staff has been charged with developing guidelines for receiving, reviewing, and funding pilot projects with an emphasis on certificate or degree programs.

The next item dealt with initiating a process for ensuring quality of CVU offerings. The committee asked the Council of Chief Academic Officers to begin the task of developing "principles of good practice for distance learning courses and programs." Staff shared an example of such "principles" as adopted by the Southern Regional Electronic Campus. Dr. Michael Moore, chair of the CCAO, indicated that the group would take on the task, perhaps at its retreat in late-June.

In the final item, staff shared data with respect to characteristics of extended-campus and distance learning students in Kentucky.

The next meeting of the DLAC will be July 13, following the CPE meeting.

The meeting was adjourned at 11:45 a.m.

Staff Preparation by Larry Fowler