

# **AGENDA BOOK**

## **DISTANCE LEARNING ADVISORY COMMITTEE**

Attorney General's Conference Room B  
1024 Capital Center Drive  
Frankfort, Kentucky 40601  
Phone (502) 573-1555 for Directions

Wednesday, February 6, 2002  
9:00 a.m. ET

## **AGENDA BOOK**

Attorney General's Conference Room B  
Wednesday, February 6, 2002  
9:00 a.m. ET

Roll Call

Approval of Minutes

Chair's Introductory Remarks

1. Approval: Defining and counting KYVU students
2. Approval: Kentucky Virtual Library performance goals
3. Update on major KYVU projects

Other Business

Next Meeting: May 1, 2002

Adjournment

**Minutes  
Distance Learning Advisory Committee  
December 5, 2001**

**The Distance Learning Advisory Committee (DLAC) met December 5, 2001, 9:30 a.m. (ET) at the Council on Postsecondary Education in Frankfort, Kentucky. Gordon Davies presided.**

*ROLL CALL*

The following members were present: Gordon Davies, Ronald Eaglin, Mike Clark (representing Virginia Fox), Joanne Glasser, Keith Bird (representing Michael McCall), Mark Bengal (representing Viola Miller), James Nelson, Daniel Rabuzzi, Robert Hyatt (representing Gary Ransdell), Kai Koong (representing George Reid), Cheryl King (representing Allen Rose), Lee Todd, Aldona Valicenti, Carol Beard (representing James Votruba), Linda Pittenger (representing Gene Wilhoit)

Also present: Craig Ansert, Charlene Davis, Richard Freida, Bob Johnson, Randolph Hollingsworth, Myk Garn, Miko Pattie, Norma Northern, Sue Patrick, Mike Marsden, Gene Ranvier, Sue Moore, Andrea Milam, Bill Pfeifle.

*APPROVAL OF  
MINUTES*

The minutes of the October 3, 2001 meeting were approved as distributed.

Mr. Davies began the meeting by noting items on the agenda and asking Daniel Rabuzzi to discuss items. To emphasize the KYVU's role in the Council on Postsecondary Education's overall policy initiatives, Mr. Rabuzzi mentioned the council's Action Agenda, copies of which were distributed at the start of this meeting for DLAC members to peruse.

Mr. Rabuzzi discussed the first agenda item, informing DLAC members that the Kentucky Virtual Library was featured as one of two case studies for national best practice in assembling and managing a virtual library in *Library Technology Reports*. Being so featured is all the more impressive, considering how poorly for-profit library projects have fared in the harsh economic climate.

Mr. Rabuzzi announced that Virtual Library Director Miko Pattie has accepted the position of Chief Information Officer for the Kentucky Virtual University. Ms. Pattie will also continue as library director.

Mr. Rabuzzi discussed the second agenda item, about performance goals for the Virtual University and Virtual Library.

The Virtual University would like to measure performance in other areas than originally set by DLAC and would like input from members on how to measure the success of the Virtual University and the Virtual Library.

Mr. Rabuzzi noted that the goals set at the December 6, 2000 meeting were based on gross head count. Mr. Rabuzzi asked whether more precise enrollment figures should be used to measure success.

Mr. Davies asked Keith Bird (Chancellor, Kentucky Community and Technical College System) about KCTCS enrollment, and mentioned that approximately 75% of the students enrolled in the Virtual University are KCTCS students.

Bob Johnson (Distance Education Coordinator, KCTCS) mentioned that the online associate degree program has been the major draw for KCTCS students.

Mr. Rabuzzi mentioned that the key issue is bringing new students into the system and at present it is not known whether the increase in enrollment is due to new students.

Ronald Eaglin (President, Morehead State University) mentioned that if courses are only offered online then the students in those courses are new students coming in for the degree programs. As long as you recognize the different scenarios the numbers are meeting the goals.

Mr. Rabuzzi mentioned two concerns. The first being that the broad public may not be interested in categories but only whole numbers, and the second is the time it takes for data compilation of many different groups of learners.

Mr. Rabuzzi discussed the target for new students, which includes students from Adult Education, Education Professional Standards Board, Governmental Services Center and KCTCS, and he emphasized that such students are all non-traditional.

Mr. Davies suggested that the Virtual University come back with a new gross number and analyze it as many ways as possible. The Virtual University needs an analysis on what the subsets are presently. Mr. Davies feels that goals should be set upon determination of the subsets.

Mr. Davies asked Miko Pattie about getting more detailed statistics for the Virtual Library.

Sue Moore (Executive Vice President, CPE) mentioned the connection between this discussion and the indicators in the Action Agenda. There are two indicators for the Virtual University in the Action Agenda: the gross number of students, and information on students.

Ronald Eaglin asked what the driving need is to get this information.

Aldona Valicenti (Chief Information Officer, Commonwealth of Kentucky) mentioned that market analysis is important and that distance learning is another channel of providing a service. The more data available will help in terms of future direction in how important this channel is going to be to what segment of the population.

Mr. Rabuzzi discussed the third agenda item, concerning the draft collaboration agreement between the Virtual University and the KCTCS. The Virtual University and the KCTCS feel it is necessary to make a more formal partnership. Mr. Rabuzzi highlighted the major points of the agreement: shared planning and implementation, curriculum growth and expansion, and shared resources. Keith Bird discussed the value of the Virtual University in distance learning. KCTCS originally planned to have all programs online as a gateway to non-traditional students. Mr. Rabuzzi discussed a third possible partner: the Adult Education and Literacy Program.

Mr. Davies asked for an assurance that this relationship between KCTCS and KYVU would not disadvantage the universities in Kentucky. Mr. Rabuzzi stressed that this was a partnership to help the relationship between KCTCS and KYVU and felt it would not disadvantage universities. Keith Bird mentioned that many KCTCS students transfer to Kentucky universities.

Mr. Rabuzzi discussed the fourth agenda item regarding the federal Fund for the Improvement of Postsecondary Education (FIPSE) grant proposal that the Virtual University is developing with the help of KCTCS, the Virtual High School, and the Department of Adult Education and Literacy. This grant would be structured as a P-16 initiative, establishing a statewide electronic postsecondary education advising network that would work with students beginning in middle school. The pre-proposal is due February 2002 [FIPSE postponed the deadline to mid-March, 2002].

Mr. Eaglin mentioned that the regional universities should be able to discuss the proposal with the planning committee. Mr. Rabuzzi stated that the planning committee would welcome other Kentucky entities joining this effort. FIPSE has made it clear that the more individual entities that are involved the better the chance of getting the grant. Mr. Davies

suggested that information about the FIPSE grant proposal be sent to the presidents of the universities to make them aware of the importance of their participation in the planning.

Mr. Rabuzzi discussed the fifth agenda item, concerning the eligibility of distance learners to receive federal financial aid. Title IV of the Higher Education Act of 1965 restricts the eligibility of distance learners to receive federal financial aid. This is increasingly a barrier to potential students who wish to engage in distance learning. There is also restriction on third parties for recruitment. Mr. Rabuzzi read directly from a summary of the act on the details of this restriction.

Mr. Rabuzzi asked whether and how the universities and the KCTCS were examining this issue. The Virtual University has invited a senior officer of the federal Department of Education to lead a workshop in Louisville in February on Title IV issues. Mr. Rabuzzi asked for feedback from members on what their particular institutions are doing on these two parts of the Title IV issue and invited them to the workshop.

Mr. Rabuzzi discussed the sixth agenda item, to make the members aware of the request for proposals the Virtual University is developing. The KYVU will soon issue through the Commonwealth's purchasing office two requests for proposals related to the KYVU's technology systems – one for software and systems integration and hosting, and the other for course management systems. A third request for proposal is scheduled to be issued in January or February for online instructional design services and tools [the third request has been split into two, for a total of four requests to be issued in winter and early spring, 2002]. The KYVU expects to negotiate contracts with successful bidders in spring, 2002. Contracts will begin July 1, 2002.

Mr. Rabuzzi discussed the last agenda item, which was an update on major projects, and staff changes.

Mr. Rabuzzi discussed the revolving fund for development of online programs: The KYVU issued a request for proposals to Kentucky's public and independent postsecondary institutions November 6 for innovative online programs that meet identified needs in Kentucky. The deadline for submission is January 4, 2002 [moved to February 1, 2002].

Mr. Rabuzzi discussed the Virtual University's projects with the Department of Adult Education and Literacy, the Educational Professional Standards Board and the Governmental Services Center. The new websites, services, and online curricula associated with these targeted audiences are proceeding on schedule, including usability tests, focus

groups with Kentuckians with little or no computer experience, and collaboration across Kentucky colleges and universities.

Mr. Rabuzzi discussed funding requests: In its 2002-04 biennial budget recommendation, the Council on Postsecondary Education is requesting \$500,000 (to be matched by public and private institutions) to add 6 databases to KYVL's current offerings and a capital request of \$600,000 to provide new servers.

Mr. Rabuzzi discussed staff changes. As mentioned at the start of the meeting, Ms. Pattie has become the first-ever CIO of the Virtual University (effective November 16, 2001). Susan Brown, Associate Director, will step in to handle more of the day-to-day operations at the Kentucky Virtual Library. The CIO will be responsible for the planning, management, coordination, and implementation of the KYVU's overall information technology needs, always with an eye towards improving and expanding the KYVU's service to learners. The CIO will work closely with, among others, the Council on Postsecondary Education, the Governor's Office of Technology, Kentucky Educational Television, the Postsecondary Education Technology Advisory Committee, the universities, and the KCTCS.

*ADJOURN*

The meeting adjourned at 11:20 a.m.

The next meeting will be held February 6, 2001.

**Defining and Counting KYVU Students**

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The KYVU seeks DLAC's approval for the creation of a task force to propose definitions of "KYVU student" and "KYVU course." The task force would be a sub-committee of the advisory body for the Council on Postsecondary Education's comprehensive database, and would include representatives from Kentucky's universities and colleges and from other KYVU partners such as the Department of Adult Education and the Education Professional Standards Board. A task force is needed because the council's comprehensive database does not have a definition for a KYVU student or for a KYVU course, and KYVU performance goals cannot be set until definitions are created.

For fall semester 2001 the KYVU counted 5,510 individuals as its students, recognizing that all of these were enrolled in credit-bearing courses at a university or college. (Registration for spring semester is ongoing but the KYVU expects to count about 6,000 students on the same basis.) The university or college identified the student as a "KYVU student," either allowing the student to register directly with the KYVU or instructing the KYVU to create a course-placement file for the student after registration occurred on campus. These students are either in courses using the KYVU course management software ("learning platform") or have access to KYVU services while using an on-campus learning platform. KYVU served an additional 176 students in non-credit-bearing professional development courses (for example, Kentucky firefighters). Not clear, however, is whether the universities and colleges use identical criteria for defining and designating a student as a KYVU student. The KYVU does not advise the universities and colleges how to define and identify a KYVU student. The KYVU will also need definitions covering learners in the online courses administered by the KYVU on behalf of Kentucky state agencies such as the Department of Adult Education, the Education Professional Standards Board, the Governmental Services Center, and the Department of Mental Health & Mental Retardation Service.

## **Kentucky Virtual Library Performance Goals**

***Approval***  
**DLAC Item 2**  
**February 6, 2002**

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The KYVU seeks DLAC's approval for the following performance goals for the Kentucky Virtual Library:

1. Annual database searches: 5,500,000 for 2001-2002, and 6,200,000 for 2002-2003. (Actual performance in 2000-2001: 5,034,745 searches).
2. Audience size for KYVL training: 1,500 individuals for 2001-2002, and 1,800 for 2002-2003 (2000-2001 actual: 1,367 people). These are face-to-face training sessions. The KYVL will soon put its training online, and will seek approval for revised targets once it has experience with the online presentations.
3. Responses to reference desk queries: 1,600 responses per full-time equivalent librarian per year for 2001-2002, and 2,000 responses for 2002-2003 (2000-2001 actual: 1,154 responses).
4. Books and other library items sent by interlibrary loan service to other Kentucky libraries: 77,000 items for 2001-2002, and 85,000 items for 2002-2003 (actual in 2000-2001: 70,221 items).

## **Update on Major KYVU Projects**

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The KYVU's partnership with the Department of Adult Education and Literacy continues to grow. Kentucky's universities and colleges are key partners with the KYVU and DAEL to help Kentuckians improve basic literacy skills using online courses. Training for adult education instructors has begun on several of the teaching and assessing tools that the KYVU has put online for DAEL. The Kentucky Virtual Library has integrated electronic databases with convenient search functions for adult education instructors and students. In the third full month of operation (December, 2001), the adult education databases were searched over 6,100 times, making them collectively the fourth most used databases among 65 databases and library catalogs accessible through kyvl.org.

The Education Professional Standards Board, working with the KYVU, has launched KyEducators.org, a website offering professional development programs and certificates tailor-made for Kentucky's K-12 teachers. EPSB staff determine the content and quality of the curriculum offerings at KyEducators.org. KYVU staff is responsible for site development and maintenance. KyEducators.org will have close links with Kentucky's universities and colleges.

Education Professional Standards Board staff and council staff have also begun to explore with the deans of Kentucky's colleges of education how to create a collaborative core of online academic credit-bearing courses. For example, the institutions might consider putting components of a joint Master of Arts in Teaching online with the KYVU. An effective online component will allow more pre-service teachers to get certified. Crafting an online component together and within the quality guidelines of the EPSB, the institutions would be able to share the costs and increase the efficiency of their programs.

Working for the Governmental Services Center, the KYVU has begun to develop online training modules for state employees. The KYVU intends to increase its activity in this area. In January, the KYVU participated in the initial meeting of the Enterprise eLearning Team convened by the EMPOWER Kentucky Center for Excellence in Government. The team will explore prospects for collaborative online learning within and for state and local government. Participants include representatives from the Governors Office of Technology, the Kentucky Technical and Community College System, Governmental Services Center, and the Department of Technical Schools.

The KYVU supported the Department of Mental Health and Mental Retardation Service (Health Services Cabinet) in its successful Real Choices federal grant application. The KYVU will assist the department in creating and deploying online professional development courses for ten occupations relating to care of the disabled.

The KYVU will also brief DLAC on the status of several items covered at the October and December, 2001 meetings, including the pending FIPSE grant proposal, the Title IV workshop to be held in February, the revolving fund request for proposals, and the requests for proposals to provide the KYVU's technology infrastructure.