

## **Minutes**

TACE Distance Learning Committee  
Thursday, April 22, 2004  
Board Room, Omni South Park Hotel  
Austin, Texas

### Members Present:

Dr. Barbara Buchanan  
Kirk White  
Robin Garrett  
Larrie Barkley  
Pat Smith  
Madeline Burillo  
Ron Thomson

Dr. Buchanan called the meeting to order and welcomed all members. She encouraged them to make others aware of our work and to seek their input and expertise. Ron Thomson suggested that Mr. Walker who attended a morning session presented by Barbara and he would be an asset as he is a registrar. He talked with Mr. Walker and felt he might be willing to serve. (I did include Mr. Walker on correspondence since then so guess I am treating him like he already agreed.) All agreed that busy schedules prevented any of us from desiring “meetings for meetings sake.” Ron Thomson gave us an update for CE enrollment—4 provider colleges (Laredo, Galveston, Austin, and Weatherford) are currently listed with 23 courses offered. To date, 4 host colleges (Temple, Weatherford, Lee, Howard) are taking 8 courses from 2 of the provider colleges (Laredo, Galveston).

Our discussion centered on setting initial goals for our committee. We set the following goals with priority being given to the first goal which concerns the Virtual College of Texas.

### **Goal 1**

**Become the bridge between CE and VCT, i.e., find solutions to barriers that have prevented CE from using the statewide system.**

### **Goal 2**

**Present best practices in distance learning for all TACE CE members so they can model their programs using these resources.**

### **Goal 3**

**Provide TACE members with evaluation tools so they can make informed decisions when they evaluate third party vendors.**

### **Goal 4**

**Connect to TxDLA and finds ways to collaborate between this organization and TACE**

### **Goal 5**

**Provide “Nuts and Bolts” to TACE membership through professional development that relates to implementing distance learning programs through CE.**

### **Goal 6**

**Act as an antenna for new issues in distance learning**

### **Goal 7**

**Become a resource and information sharing entity for grant funding opportunities.**

After we decided these goals deserved our attention, we spent time trying to identify the barriers in Goal 1 which we had agreed was our top priority. After each barrier listed, we discussed solutions and potential solutions through an action plan (Ron Thomson emailed his thoughts on our action plan which I will incorporate later in the minutes as I feel they do represent the action items involving VCT/CE.)

**In short, barriers for bridging VCT and CE were identified:**

#### **Barrier 1**

##### **Marketing issues-**

- fear to market if a college believes a limited number of seats are available
- fear to market if you do not want a course you offer in-house to be slighted for on offered by another college
- fear to offer courses that your institution or department may not be able to support technically at certain times of the year.

##### **Solutions discussed:**

- Inspire provider colleges to think statewide and not as though they are offering a limited number of seats. **(TACE DLC no timeline)**
- Create a cyber catalog of all courses but put a front page for each college on it. This would be similar to the Ed2Go model where colleges select what they want their own constituents to see. **(VCT August)**

#### **Barrier 2**

##### **MOU-**

- Discussion about rates of money distribution, especially with short courses
- Problems with invoicing

##### **Solutions discussed:**

- We believe that many of the college CE department are unaware of changes already made to the MOU for CE. Our action plan included sending the MOU to colleges and requesting input. (This was done this morning.) Also I told all members that suggestions could be sent to me and that I would then forward them to committee members. **(Barbara ASAP)**
- We set a timeline to respond to this request for input on MOU. We expect a response within a week from members. I will forward any suggestions to the committee at the

end of the week. We have until May 10 to study suggestions or to make our own. On May 10 at 2 p.m., we will have an audio conference to discuss MOU and make recommendations. We will use this input to bring forth our recommendation to the TACE Board at its June meeting. From the TACE Board, our president, Beverly Pritchard, can make recommendations known to the TACC DL advisory committee meeting to be held on June 24 and 25. **(TACE DLC June)**

- We also heard from Ron Thomson a genuine desire to accommodate CE in whatever way is necessary to make this MOU a useable tool. **(VCT ongoing)**

### **Barrier 3**

#### **Awareness-**

- This barrier is evidenced by the fact that our own committee members were not aware of the contents of the revised MOU
- Realization that some colleges did not identify a CE contact person or may have identified their DL department instead of the CE department or that the contact person may no longer be with the institution.

#### **Solutions discussed:**

- Update our VCT CE contact list-I told members today to expect this to be forthcoming. **(Ron & colleges ASAP)**
- Create a list serve of those CE contacts for better communication. **(Ron by May)**
- Send MOU to TACE members (also listed above) **(Barbara ASAP)**
- Plan a VCT CE Contact or Coordinator meeting possibly as a pre-conference meeting at the fall TACTE conference. **(VCT-October)**
- Post FAQ's for VCT issues on both the VCT and the TACE web pages. **(Ron and TACE DLC no timeline)**
- Create a grid to be used by CE to describe courses using drop down boxes that designate features such as video streaming, etc. if they are incorporated. **(Ron and TACE DLC no timeline)**
- Ron Thomson is going to put a link to the MOU on the VCT web site too. **(This has already been done.)**

### **Barrier 4**

#### **Implementation**

- This could be a result of low awareness as much as anything.
- Questions concerning the nuts and bolts need to be answered about invoicing, etc.

#### **Solutions discussed:**

- Have invoices automatically generated and sent electronically to both the provider and host colleges so each has required documentation for receiving or paying. **(VCT-late summer)**
- Learn what other implementation questions are out there from TACE members so we can address them with suggestions through the correct channels. **(TACE DLC - May)**

If any of you have corrections or additions to make for future reference, please feel free to do so. Once I have heard from all of you, I will ask Tim to post these to TACE web page and Ron has offered to do the same on the VCT page.

Offered respectfully,  
Barbara Buchanan, Chair  
TACE Distance Learning Committee

This concludes my notes from our meeting. I am attaching the CE/VCT action plan as written by Ron Thomson below.

## **CE/VCT Action Plan**

- **Build awareness**
  - Post CE/VCT MOU to TACE listserv with a note explaining that it incorporates recommendations to make it fit CE specifically (*Barbara - ASAP*)
  - Implement CE-VCT listserv (*Ron – May*)
  - Hold CE VCT Coordinators' Meeting preceding TACTE Conference (*VCT -October*)
  
- **Confirm, reappoint, or fill vacant Coordinator positions** (*colleges – ASAP*)
  
- **Implement a strategy of locally marketing a VCT online catalog customized to meet the needs of each college**, e.g., catalog will be accessed only through each college's CE website, and it will contain only the specific CE courses that each college elects to market locally.
  - Add customization capability to catalog (*VCT – August*)
  - Publicize CE-VCT catalog locally (*colleges – late summer*)
  
- **Improve VCT efficiency to decrease its operational overhead**
  - Implement electronic invoicing (*VCT - late summer*)
  - Other measures?