**Distance Learning Advisory Committee - Meeting Minutes**

**February 3, 2016 – 1:00pm – 2:00pm; BB 372**

1. Approval of Minutes from October 28th, 2015 - New version attached.
2. Confirmation of members and terms.
	1. As of 2-22-2016 – all members except one from SPCEET are now accounted for!
3. Bylaw Clarification
	1. Any changes to the bylaws are done by the committee.
4. Review of Bylaws and approval
	1. Discussion of bylaws was conducted with a request to revise the bylaws
5. Actions
	1. – ensure each college has elected two representatives to this committee

Completed, each outgoing member needs to inform their College of a need for a vote for their position

* 1. determine which version of our bylaws apply to this committee – see 4a
	2. Correct information in university handbook: As per Ron Matson, the corrected version will appear in the 2016-2017 University Handbook
	3. Ensure the Faculty Senate website is updated to include our committee: No specific response to this has come from Dough Moodie. Once the website is approved by the committee in the next meeting, the URL will be sent to Doug Moodie to link to the Senate website.
1. Web Accessibility – no further discussion
2. E-core – Humayun Zafar – data from year to year is still forthcoming
3. D2L templates - faculty are encouraged to keep the template the same to aid students navigating the sites
4. Question from CHSS:

*Why instructors of online classes do not receive any bonus for students who enroll in online classes for half the course and drop at midterm, just before the final drop deadline (without getting an F). The CFC understands that the online course fee that these students pay is not refunded, so why isn't some of this fee shared with instructors who have often put a lot of time and effort into helping weak students who end up dropping?*

This question was discussed in detail with the suggestion of writing a reply that would get reviewed by the committee prior to being sent.