



HIGHLAND COMMUNITY COLLEGE
606 W. MAIN HIGHLAND, KS 66035

Distance Learning

Meeting Minutes October 9 Meeting LSU-A 2:00 pm

Denise Herbers, Chair, facilitated the meeting. Those in attendance were Eleanor Hensley, Pete Gochis, Sharon Weiser, Michelle Hurn, Penny Donaldson, Deb Gregory, Irene Covert, Cheryl Rasmussen, Sara Smith and Josh Berry. Team Members absent were Glen Gross, Jeananne Gross, Mike Beagle, Alice Hamilton, Kelly Twombly, Cia Verschelden, Anne Kufahl and Pam Ninemire.

The minutes from the September 11 meeting were read. No corrections were noted. Denise stated the minutes can be found on the Intranet.

Adding Additional Class Start Dates

Sharon shared that maybe next Fall she would like to add courses with a variety of start dates. An example would be having 5 week courses that start every 5 weeks, etc.. This would allow students to enroll more frequently—not just 2 times per semester. She thought it might help students who do not get their financial aid ready until after the traditional start times. Irene suggested that KBOR needs the first and last date for the semester—this might be an issue for a class that starts in May and ends in June. Cheryl suggested this would be quite difficult for FA folks. They are preparing to hire additional staff. In the meantime, there are many things being done by hand and this could complicate that. If things with online enrollment become more automated it would work better. Another challenge would be access to online enrollment. Denise suggested if we pilot this it would be best if it was a general education course with no pre-requisites. Sara stated we would want to make sure our technology is working properly before piloting this. She also said the textbooks would need to be ready to go. Other ideas that came up were to start small, limit the number of hours a student could take in a 5 week period to two classes, and possibly to pilot this with a specialized program such as Risk Management. Sharon indicated she would pursue this idea.

Update IDL Bookmarks

The IDL bookmarks need to be updated and reprinted. The document was attached and committee members provided suggestions. Denise will update them and send them to us as a PDF file. She will also submit an IT ticket asking about a link to this document on our web page. Eleanor will be adding it as a link to the Early Childhood information online.

October and Intercession Classes

Classes start the 19th and they are 90% full. The CMA update course is a bit different. It will be offered in December and January. Denise, Sara, and Sharon talked to Learning House about students going in and out of the system. It is an internal Moodle problem—not an HCC problem. TLH is trying to find a solution to the problem.

Spring 2010 Schedule/Enrollment

Denise provided team members a copy of the schedule. Enrollment starts October 26th. Everyone associated with the enrollment process is hoping there will be more automation developed---there is too much manual work being done. Denise will submit an IT track-it requesting that a disclaimer/information statement is added to the enrollment screen. The statement when online



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enrollment is turned off will give students direction for contacting a campus or regional office to enroll. We may need to look at all of the verbiage and the ideas associated with the word “online”. Additional sections of courses will be added into the Spring semester if the demand is there and instructors are available.

Remote Placement Testing & Test Options Accepted by HCC

Denise is planning to explore the cost associated with a testing format proctored by someone else. We might have to charge the students a fee for this service. We want to make it more convenient for the online students. Tests discussed were Asset, Compass and Accuplacer. Denise will report back at the next meeting.

Online Resource Sub-Committee

This sub-committee is planning to meet and add some additional members. They would like to expand the resources already available and to possibly grow tutoring. They were planning to set a meeting time and date. Anyone is welcome to join their sub-committee.

Enrollment Process Map for Online

Denise, Sharon and Sara are planning to map the enrollment process for online students with assistance from Doc and Smart Draw software.

Other Items

Sharon said the YouTube video contest flyers will be sent to students by the 15th of October. Students will upload their video as well as provide Sharon a DVD.

Denise and Paige mailed bookmarks to students this past week. The bookmarks had all of the “reminders “students need.

Respectfully submitted by Eleanor Hensley.