

Laura Lee Room  
February 22, 2007  
AGS Committee

The meeting was called to order at 11:00 am by Ryan Wyckoff. Present were Jon Spors and Eric Rayburn. Karen McKissack arrived a few minutes after.

Karen informed the committee that the paperwork she has been working on is not ready to submit to Dave Kietzmann.

Ryan stated that questions need to be answered. We need a clear understanding of the need for more online programs. We need to prove the need for more online programs and, create a plan for them so we can move forward.

Ryan stated that the committee will need to look at the online history:

- Look at the online numbers.
- What courses are offered online?
- How have the numbers increased or decreased?
- Are more courses offered online in multiple sections?
- What is the amount of online use?
- What areas need more sections?

Jon Spors shared information on retention numbers from a printout he had. He will give each member a copy of the Needs Analysis, before the next meeting, that will show either an increase or decrease in online numbers.

Questions asked by Ryan:

- What is a Needs Analysis?
- What constitutes a Needs Analysis?
- What was used to evaluate the Proposal?

Randy Fletcher arrived to give the committee an update on what our focus should be and, informed the committee, especially Karen that all of the paperwork she has been working on is not needed. He stated that our focus has changed twice since the initial meeting and we are finally on course. It has all been a misunderstanding.

Each member was given a copy of The Best Practices and Protocols which is to be used in correspondence with the Evaluation. The committee is to focus and address issues from the 2004 evaluation. Randy stated that some courses will never be offered online and the committee agreed.

Ryan stated that we needed an update of the Needs Analysis. Randy stated that the cost center for an operating budget has been completed. He also stated the HLC Best Practices addresses some of the challenges used in the 2<sup>nd</sup> edition that are needed in the 3<sup>rd</sup> edition, which we have received from him. We are to use this packet (Best Practices and Protocol) as a reference as we work toward completing our project.

The end result is to make sure Danville Area Community College receives the local authority to offer online programs.

Jon will bring an update of retention numbers to the next meeting.

Next Committee Meeting is scheduled for Thursday, March 22, 2007, at 11:00 am in Lincoln Hall Room 104f.