

Distance Education Council

September 3, 2015

MINUTES

I. Call to Order: 3:03 **Members present:** Cristala Smith, Dan Moore, Wayne Williamson, Sharon Morrison, Shannon McCraw, Jeri Walker, Jerry Stout, Crystal Jensen, Justin Wallace, Kay Daigle, William Fridley, Hallie Stephens, Jani Barker, Nick Nichols, Ying Chou Lin, Lie Qian.

II. Approval of April 28th minutes: Approved

III. Review of Policies in Place

a. Review Documents. Read the current Policies and Procedures Manual 6.7 including 6.7.2 and 6.7.3.

b. [Re-]Implementation. Quality Matters is used for a certificate and alternative training needs to be approved by the council. No forms exist online although web site says they do. According the Policies and Procedures, this council must approve courses before they are put up. We, as a council, look at syllabi and give an informal approval. Existing courses, i.e. before QM Rubric was established, are grandfathered in. We need a policy to state what is going on.

Motion by Jerry Stout - online courses must be approved by the Chair of the Department. This recommendation will change 6.7.3 of the Policies and Procedures Manual. Second by Shannon McCraw.

Amended by Kay Daigle - Strike last sentence of 6.7.3. Vote - unanimous in favor.

Motion by Kay Daigle - Approve 6.7.2 of the Policies and Procedures Manual. Second by Jerry Stout.

Discussion - This approval indicates a review and continued agreement. Vote - unanimous in favor.

IV. Recent Activities

a. Reports and Goals

i. Library. Sharon Morrison reported the website tutorials that Cristala Smith put together allows students to find information in smaller bits and can be graded or not. Blackboard class created for library orientation. 2nd week of Aug. 5862 patrons in the library. 69% of pod usage was for class work. Library is extending tutoring beginning Sept. 8 beginning with writing help. Available 5-10 PM Sunday-Thursday. 3 student workers, recommended by faculty, trained by Tracey Claxton and the English Department, are hired. Citation help for students is specifically targeted.

ii. IT. Dan Moore reported Year 1 Title III Grant work included: Lynda.com helped with training, Drop-In Training was successful, campus fiber upgrade, rewired Shearer and North Halls, purchased X-Box device, installed a document imaging system, scanners ordered to reduce paperwork, Justin Wallace hired. Spent 1/2 million.

Title III Grant was approved for Year 2. Work will include: student portal from Poise, continue Respondus, Lynda, hire a new student worker. Taking out Yammer. Requesting feedback from Drop-In Training.

Good results from faculty survey. Student results are mixed. Faculty chairs have the survey results. For computer resources, electronic signatures will be accepted.

iii. Kay Daigle is working on the State Authority for Reciprocity Agreement (SARA). Any state under this agreement can have students of other member states. One certificate is good forever but must be updated.

The goal of Improving Your Course is to evaluate one's own course and set benchmarks for improvement. Faculty work with the chair for implementation. The DEC is interested in continuous improvement of our online courses.

Motion by Jeri Walker - The DEC recommends that Faculty development opportunities for online instructors be provided through QM with a recommended timeline of 2 years for the second training. This will be assessed with the FDA. Second by Kay Daigle. Vote - Unanimous in favor.

b. Training

i. QM Courses. Rubric training - positive feedback. Improving Your Online Course filled the first class and is filling a second. Faculty must follow directions in applying for dedicated training. For help, ask Kay Daigle.

ii. Drop In Training. The Faculty Symposium event went well and 75 people attended. A survey is coming soon. This was funded as a part of a grant.

iii. Workshops. Scheduled Big Blue Button, Respondus, Lynda, Blackboard workshops. See email. Christala Smith asked for suggestions for workshops.

iv. Blackboard Overview Course. Some ORIE classes assign this as a requirement.

v. Website. This is out of date and disorganized. Justin Wallace and Christala Smith will update. Please send them messages if you discover problems.

c. Institutional Committees

i. Presidential Advisory Committees. Budget, Academics, Enrollment/Recruitment, Fundraising/grants/alumni. William Fridley moved to approve with changes, Nick Nichols seconded. Unanimous for.

Christala attended the Academic committee. Some universities send people to sit on each committee.

ii. State Regents Initiatives for Online Improvements. Should we organize a committee for online questions and concerns?

Presidential Advisory Committees. Budget, Academics, Enrollment/Recruitment, Fundraising/grants/alumni. William Fridley moved to approve with changes, Nick Nichols seconded. Unanimous for.

d. DEC Sub-Committees

i. Faculty Training Course. Look at the web site for training. The outline is in Blackboard.

ii. Course Evaluation Rubric. Self and peer review. Decide what we want. Moving toward self-evaluation. Is the QM Rubric sufficient? Questions about using the Course Improvement being sufficient or do we need our own. SE will pay the \$200 fee for those wanting training as a reviewer. QM Rubric is a starting point. We will decide if we want to add to it to fit SE's needs.

iii. Student Resources. There is a button in each course to get Blackboard information. Updates are accomplished automatically.

iv. IETV. William Fridley discussed problems with IETV including delays and lost class time. He suggested a standard checklist, increased coordination with the sites, and an equipment upgrade. Wayne Williamson said a checklist is in place and he checked audio levels. Dan Moore states there are site agreements but we have no control over lights and doors. He stated that objective data from student feedback is needed. Jerry Stout stated that some complaints included people not turning on microphones to speak. A full report will be given at the next meeting.

Adjourned: 4:54 PM

Respectfully Submitted by Jeri Walker