



### Call to Order

- **Distance Education Council**
- **Agenda**
  - Introduction of new CIDT staff and Distance Librarian
  - Drop In Training
  - SE Extended
  - Course Template Preview
  - Online Student Orientation Preview
- **Attendee Names**
  - Janet Barker, William Fridley, Robert Howard, Shannon McCraw, Nick Nichols, Lie Quan, Hallie Stephens, Jerry Stout, Jeri Walker, Tim Boatmun, Blake Scott, Sandra Thomas, Krista Ramirez, Alisha Ridenour, Jayanna Greenwood, Christala Smith
- **Attendees Not Present**
  - Karl Frinkle, Ying Lin, Josie Menenall, Crystal Moore, Mike Reed, Chunmei Yoe, Dan Moore,

### New Business

#### **Introduction of new CIDT and Library staff: Christala Smith**

Alisha Ridenour

Krista Ramirez

Further Explanation of roles and needs of Murray and SE by Tim Boatmun

Committee member: Commended SE for the hire, wanted to know more about the divided assignment between SE/Murray.

Krista explained her schedule now. M/T: Murray, W: Home, and Th/F: SE.

Tim Boatmun: It will be evaluated further as time goes along.

Sandra Thomas introduced the new Distance Librarian: Jayanna Greenwood

A new Reference and Instruction Librarian will be here in February, from Mississippi.

Tim Boatmun encouraged Sandra Thomas to share good news from the library. The library got a donation today from the Brigrance family. They are donating \$55,000 to the library.

\$20,000 will go towards distance learning initiatives (E books, reference materials, etc.) The rest will go toward other upgrades such as a directory, carpet in first floor computer area, new PA system, a few security cameras, new sign in front, etc.)

#### **Drop-In Training: Christala Smith**

Monday and Tuesday, March 5-6, 2018

2- 30 minute sessions per morning in CIDT (smaller sessions)

March 5- 10:00           OKIE BUG (Blackboard User Group)

10:30                    Box View (Online grading tool within Bb)

Discussion of the capabilities of Box view capabilities- file types, comments, ability to reply

March 6- 10:00 Office 365  
Help desk will present on Skype, features, eliminate confusion  
10:30 SE Extended

Afternoon Sessions are in R100

March 5, 1:00 SE Course Template  
March 6, 1:00 Online Student Orientation

ZOOM Sessions will be provided for all trainings if faculty will be unable to attend.

**SE Extended: Explanation and Discussion- Christala Smith and Tim Boatmun**

Introduction to social media linked to online Master's programs, MBA Reception connected to graduation:

See 2018 invitation in packet, Facebook groups- MBA (80 members), MSSA, M.Ed. and NAL.

Show faculty the MBA Facebook page and what they are doing to increase student involvement.

Ex: MBA T-shirts-photo of student wearing shirt

How is this funded? Presidential partners put in \$500 for "swag" and NAL put in \$500 for their program

Explanation of SE extended- how SE influences all the parts and all of the parts affect SE, introduction of logo (incomplete), an SE extended face-to-face and online learning community.

Give swag to people that are supporting the students of SE.

Further explanation by Tim Boatmun: Establishing a level of connection to SE.

**Course Template Preview: : Explanation and Discussion- Christala Smith and Tim Boatmun**

Tim Boatmun: Explained how the template feels more prescriptive than it is supposed to feel.

There can be course substitutions on the list of 50 courses that were given out per the department chair. Once the students are in courses, the more the template is similar the more the student is comfortable moving between courses. In a 16-week course, students have a week to look around and figure it out, but in a 7-week course, there is not time for that ramping up. Period. No late enrollments will be allowed in a 7-week course. They must be enrolled by the Friday before the course begins.

Member comment- He said he would tell students he would let them in, but Tim won't.

Students should not be allowed to take an online class without an online orientation. Students must take an online orientation beforehand.

Member question- asked if there would be a hold.

Christala opened the template to take a look and explain. Christala began by explaining the MBA template, explaining we needed an SE template, but that the template can be personalized. CIDT asks for it to be organized in weekly folders due to consistency for the student. This is because we can enforce an orientation with a folder, not a button with an adaptive release (not due to advocating for one more than another). By using an online orientation, SE is not paying a facilitator for orientation- it is self-paced. CIDT is the facilitator. Graduate orientation currently takes 4-8 hours; however, this replaces a course for the student. Once complete with orientation the student gets a badge and students will be required to submit proof of completion by submitting a picture/screenshot of their badges to the instructor. If it is proven to be fake- student will be locked out of their weekly folders. Components of orientation were then discussed.

Member question: Asked if we were using the scientific method to Experiment and Gauge and Reflect on the results? Wanted to know if Tim or Christala had any guesses about how this will work. In terms of DFW rate-grad programs: what is the policy if they can drop a class or not?

Tim: Yes

See how this work as opposed to Face to face

Get student feedback in terms of evaluations?

Gaps in Face to Face as well as online courses.

We are working on them. There is feedback each week in these new 7 week courses.

Member Clarification: For a couple of years we haven't been getting evaluations. How are we going to go about obtaining the evaluations for online students?

Christala Smith: You can access evaluations in technology central. Jason from CIDT sent out an email about how to access them. Come to CIDT and we will show you.

Member question: How long have they been available in Technology central?

Christala Smith: 8-9 months, at least a semester or two. We will find out and send you that information.

Member comment: The problem with course evaluations: Getting students to do them.

Member comment: This has been brought before Distance Education Council before- look at minutes from past meetings. I've made it an assignment, got 100% return and asked about survey data but not got this information.

Tim: We will make sure the loop has not been closed. How can we get this information to faculty?

Christala: We will make sure there is some clarification about this issue, but you (Fridley) are welcome to come in CIDT anytime!

### **Adjournment**

Christala Smith: Meeting must be adjourned because we have another meeting at 3:00.