Distance Education Council

Meeting Minutes

January 24, 2017

1. The regular monthly meeting for the Distance Education Council was held on Tuesday, January 24, 2017, at 2:00 pm in R100, the chair being present and no person filling the office of secretary.
2. The meeting was called to order at 2:02 pm, and a quorum was present.
Roll Call: Michael Reed, Nick Nichols, Karl Frinkle, Sandra Thomas, Robert Howard, Jeri Walker, Shannon McCraw, Lie Qian, Blake Scott, Christala Smith, Crystal Moore, Dan Moore, Janet Barker, Ying Lin, Jerry Stout
3. Jerry Stout moved to approve the October 4, 2016 minutes with the correction of one typo in the first paragraph. Jeri Walker seconded the motion. The Council unanimously approved the minutes.
4. Jerry Stout moved to approve the November 29 minutes with a correction of a typo in section V and an additional statement in Paragraph VI, which states, “It was acknowledged that Jason Stowell would be responsible for processing and distributing online surveys within a reasonable amount of time.” Jeri Walker seconded the motion. The Council unanimously approved the minutes.
5. An update was provided regarding the “SE Plan for Continuous Improvement and Course Review of Online Courses.” The documents have been sent to Academic Council, but they have not had a chance to discuss it. They plan to put it on next month’s agenda.
6. An update was provided regarding the Intellectual Property Policy. The policy was sent to Academic Councel who requested feedback from Charlie Babb, legal council for RUSO. After receiving feedback, they made some revisions to the form and approved it as modified. It was then sent to Bryon Clark who requested that the accompanying form be developed prior to sending it to the Faculty Senate. The form is currently being developed by Christala Smith, Mike Davis, and Drew Harbin.
7. Concerns with the second paragraph of the Intellectual Property Policy were expressed. Members felt that permission should be required for any access to courses, including for training and evaluation purposes. Karl Frinkle moved that we vote on whether or not to alter the policy as currently stated. Crystal Moore seconded the motion. The motion was passed. Rather than determining any revised verbiage in the meeting, it was determined that Crystal Moore would research and present an alternative via email to the council. The chair will inform Bryon Clark (VPAA) of the request that the document not be sent to the Senate at this time.
8. Concerns were also raised concerning the third paragraph of the Intellectual Property Policy. Concerns were discussed and no action was determined to be necessary.
9. Shannon McCraw moved to adjourn at 3:04pm. Jeri Walker seconded the motion.

Minutes submitted by Christala Smith

Appendix A

**Intellectual Property**

Southeastern Oklahoma State University respects the intellectual property rights of the professors and students and thus must gain permission for use of such works, including content stored within the LMS for online, blended, and face-to-face courses. An author may allow the copy and/or distribution of their materials by submitting a form provided on the CIDT website giving permission to Southeastern to use the material. In such cases, any materials used will retain the name of the author.

Southeastern retains the right to view and show content, including that which is stored within the LMS, for the sake of training, or evaluation.

Users may not alter or delete content from the LMS for any course that has been taught within the previous eighteen months, as this is the time allotted for student appeals and content should be maintained in the same condition in which it existed at the end of the course.

Persons using materials in the LMS obtained from any other source must cite the source from which it was obtained, including authors, websites, images, etc.

Work-for-Hire principles will not be applied to individual works in developing materials. However, such rights will be reserved by the institution in cases of appointed collaboration, such as the work specifically commissioned by the university or produced by university committees and councils.

Works produced under a specific contract or grant agreement between the university and a governmental or other agency or organization are subject to the terms of the grant or contract for purposes of copyright. The terms of any grant or contract shall take precedence over this policy should there be a conflict between them.