

Distance Ed Council
Meeting Minutes
March 28, 2017

1. The regular monthly meeting for the Distance Education Council (DEC) was held on Tuesday, March 28, 2017, at 2:00 pm in R100, the chair being present and Sandra Thomas filling in as secretary.
2. The meeting was called to order at 2:04 pm and a quorum was present.
Roll call: Janet Barker, William Fridley, Karl Frinkle, Robert Howard, Ying Lin, Shannon McCraw, Josie Mendenall, Crystal Moore, Nick Nichols, Lie Qian, Jerry Stout, Jeri Walker, Tim Boatmun, Blake Scott, Sandra Thomas and Austin Harman (for Dan Moore).
3. Dr. Fridley moved to approve the February 28 minutes. Jeri Walker seconded the motion. The Council unanimously approved the minutes.
4. The topic of the Online Teaching Certification policy was introduced. Department chairs were not in agreement with document submitted from February 28 meeting. They want it open and flexible. The document was revised by Christala and Charles Matthews. Discussion followed with corrections made. Motion to approve revised document by Shannon McCraw and seconded by Jerry Stout. Motion passed. Revised policy is provided in Appendix A.
5. Intellectual Property – 3rd Party Entities was brought up for discussion. Due to time constraints, the agreement with Academic Partners was forwarded to the committee to review and will be placed on the agenda for the next meeting.
6. William Fridley gave an update on the Intellectual Property policy that was approved on February 28 by DEC. It was approved by Faculty Senate with corrections on March 8.
7. Robert Howard moved to adjourn. Shannon McCraw seconded the motion.

Appendix A

Memorandum from the Distance Education Council to the Academic Council:

We would like to suggest a change to the Academic Policies and Procedures Manual in sections 6.7.2 and 6.7.3.

We recommend the deletion of 6.7.3 because there is no longer a syllabus approval process. As for 6.7.2, the Distance Education Council does not approve the Online Teaching Certificate. Furthermore, the Distance Education Council recommends a continuous process for online instructors that will better meet HLC and SARA requirements.

Current Policy

6.7.2 Online Teaching Certificate

All faculty teaching distance education classes where 75% or more of the instruction and interaction is provided over the Internet must obtain an Online Teaching Certificate. An alternative Online Teaching Certificate may be awarded with the approval of the Distance Education Council. Faculty currently employed by the University must have an Online Teaching Certificate in order to teach a distance education class where 75% or more of the instruction and interaction is provided over the Internet. New faculty scheduled to teach a distance education class where 75% or more of the instruction and interaction is provided over the Internet must obtain an Online Teaching Certificate by the end of the first semester.

6.7.3 Distance Education Syllabus Approval Process

All distance education courses offered for the first time in a format where 75% or more of the instruction and interaction is provided over the Internet must be approved by Distance Education Council prior to the beginning of the semester in which they are to be taught. Approval forms are available on the Distance Education website and should be submitted to the Director of Distance Education.

Recommended Revision of Policy

6.7.2 Online Teaching Certificate and Continuous Development

All faculty teaching distance education classes where 75% or more of the instruction and interaction is provided over the Internet must provide or obtain an online teaching certificate before or during the first semester of teaching. The online teaching certificate will be obtained through services approved by Southeastern. If prior certification has been obtained, it must be approved by the Dean of E-programming in consultation with the department chair and the Distance Education Council department representative.

All faculty teaching distance education classes must demonstrate continuous development of distance education teaching. Online faculty will be subject to routine review of distance education courses by the department chair and the department faculty representative on the Distance Education Council.

Faculty development opportunities, approved by the Dean of E-programming, will be provided by individual departments, the Center for Instructional Development and Technology (CIDT), or external services, and must address best practices in both course development and course delivery.

Upon request, the Distance Education Council or CIDT may provide assistance for the continuous development of distance education teaching and for the review of distance education courses.