

Distance Education Council Meeting

February 26, 2013, 3:00 PM — Minutes

Present

Alistair Maeer
Dan Moore
Ellen Hendrix
Josie Mendenall
Karl Frinkle
Kathryn Plunkett
Kay Daigle
Mike Morris
Nick Nichols
Paula Allen
Rhonda Richards
Shannon Hutcherson
Steven Emge
Stevenson Smith

Apologies

James Knapp

Absent

James Britton
Jerry Polson
Jerry Stout
Vivian Guarnera

3:00 PM **Welcome**

3:01 PM 1 minutes

Actions

3:01 PM **Reports**

3:26 PM 25 minutes

Feb 4, 2013

3:01 PM **Information Technology**

3:06 PM 5 minutes

Meeting Notes

R100 now complete
OneNet and Chancellor Johnson here for tech event on August 6
Pods in Library ongoing
Tech upgrade in new Hallie McKinney Ballroom and adjacent meeting rooms continue
Considering resubmitting for Title III Grant - Strengthening Institutions for 2013-14 (faculty/staff input requested)
Wireless access points being upgraded for buildings across campus

3:06 PM **Library**

3:11 PM 5 minutes

Meeting Notes

We continue to develop the Library Orientation course on Bb and our Research Guides (we currently have 130 guides that have been accessed 18,548 times since January 1, 2013) to help DE students with library resources
Demand for phone and email reference services is growing.
We received an IMLS (Institute of Museum and Library Services) grant for \$65,000 to develop customizable, interactive tutorial templates. Six Oklahoma Universities are participating. The grant is called the Oklahoma Library Skills Initiative. We are currently ordering hardware and software to develop our tutorials. We are having a problem finding affordable storage space that we can all access.
We just purchased the software to convert our e-books into searchable flipbooks which are much easier to view than pdf files.

3:11 PM **CIDT**

3:16 PM 5 minutes

Meeting Notes

General Syllabus Template for Online/Blended Classes - http://homepages.se.edu/blackboard/files/2012/09/General-Syllabus-Template_rev2013.doc

Teacher Ed Syllabus Template for Online/Blended Classes - http://homepages.se.edu/blackboard/files/2012/09/Teacher-Ed-Syllabus-Template_rev2013.doc

Student Support - <http://homepages.se.edu/blackboard/student-support/>

Under Technology > Blackboard Support, add System Requirements - <http://homepages.se.edu/blackboard/student-support/browser-recommendations/>

Broken links – Distance Education > Policies > Academic Dishonesty (broken) and Student Handbook (broken)

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3:16 PM **Website**
3:21 PM 5 minutes

Meeting Notes

The syllabi are now located under faculty resources.

The Blackboard Student Support link is located under Technology. (I might play with its location. I'm thinking about creating a new page that consolidates "steps for enrolling," "technology" and "Student Services")

System Requirements has been added to technology.

The Student handbook link has been fixed.

Academic dishonesty is MIA, so I removed the broken link and put a blurb below the student handbook bullet since it covers dishonesty until the issue can be resolved with a direct link.

The Library Modules (Now Library Tutorials) bullet under Student Services has been directly linked to the Library webpage to take care of missing links.

All the minutes are up to date.

3:21 PM **Online Pedagogy**
3:26 PM 5 minutes

Meeting Notes

Results of Dr. Tim Smith's Lecture Video Pilot Class student surveys available in Bb DEC course

Dr. Smith will speak at next month's meeting

Decentralization of IT - should departments be responsible for their own tech and pedagogy with facilitation and assistance by IT and DEC?

3:26 PM **Old Business**
3:30 PM 4 minutes

Actions

3:26 PM **Quality Matters Certification**
3:28 PM 2 minutes

Feb 26, 2013

Meeting Notes

Quality Matters Applying the Rubric Certification Workshop:

March 6, 2013

11:00 am - 3:30 pm

M203

(Currently 16 participants enrolled)

3:28 PM **Quality Matters Peer Review Certification**
3:30 PM 2 minutes

Meeting Notes

WHERE/WHEN: Available Online Only; 2 weeks with classes starting each Wednesday

PRE-REQ: Applying the Rubric Certification

COSTS:

\$150 (reimbursed)

\$150 stipend by the end of May 2013

MORE INFO:

<http://www.qmprogram.org/professional-development/courses/prc>

3:30 PM **New Business**
3:55 PM 25 minutes

3:30 PM **Remote Proctor NOW**
3:55 PM 25 minutes

Meeting Notes

www.softwaresecure.com

on-demand testing

no scheduling required

flat rate - \$15 per exam (no additional fees)

2-3 certified proctors to observe, catalog, and report exams to faculty

3:55 PM **Adjourn**
3:56 PM 1 minutes

Meeting Notes

Apologies for the late adjournment! See you at next month's meeting!