

Distance Education Council Meeting

March 26, 2013, 3:00 PM — Minutes

Present

Aaron Adair
Alistair Maeer
Ellen Hendrix
Jerry Stout
Josie Mendenall
Karl Frinkle
Mike Morris
Nick Nichols
Paula Allen
Rhonda Richards
Shannon Hutcherson

Apologies

Dan Moore
Kay Daigle

Absent

James Britton
James Knapp
Jerry Polson
Kathryn Plunkett
Steven Emge
Stevenson Smith
Vivian Guarnera

3:00 PM Welcome

3:01 PM 1 minutes

Meeting Notes

Minutes from February 26 meeting now available in DEC Blackboard "course" folder.

Vendors from software and hardware companies that DEC has seen demos or received information from this year may be contacting members concerning departmental purchases of lecture capture, online proctor, etc., by EMAIL. A de-centralized approach to technology adoption will allow departments to incorporate technology that best meets their needs.

Actions

3:01 PM Reports

3:26 PM 25 minutes

Mar 26, 2013

3:01 PM Information Technology

3:06 PM 5 minutes

Meeting Notes

Wayne Williamson reporting for Dan Moore

New R100 features:

- document scanning camera
- DVD/VCR/blu-ray
- table, area, and lapel microphones
- video conferencing

Available for scheduling through Shirley Cartwright x2102

Library network upgrade is complete by Christmas holiday for Spring 14 semester
Nursing classroom in Science Building is updated and second classroom will be updated by end of Summer
Hallie McKinney remodel (conference room and ballroom) will be installing smart classroom technology

3:06 PM Library

3:11 PM 5 minutes

Meeting Notes

We ordered the equipment for video tutorials for the IMLS grant project

The souped-up computer has arrived and the Adobe Creative Suite will be downloaded within the next few days.

After the green screen, lights, and camera arrive we will set-up in a room on the second floor of the Admin bldg..

We are sharing the use of the equipment with Liz McCraw and her staff as they supplied the space.

Sandra Thomas and I will be meeting tomorrow to come up with a database proposal for the SIP grant

We hired a student to continue work on the digitization project this summer when we will focus on getting the rest of The Southeasterns online.

3:11 PM CIDT

3:16 PM 5 minutes

Meeting Notes

An email will going out in the next two weeks for Summer courses ONLY for Blackboard. Fall course requests will be sent out at the end of April

Faculty Satisfaction and Student Satisfaction Surveys from Fall 12 will be sent to Dean Scoufos in the next couple of weeks

Spring 13 surveys will be available online through CampusConnect (Student) and Survey Monkey (Faculty) the week of and the week after final exams of this semester

3:16 PM Website

3:21 PM 5 minutes

Meeting Notes

Minutes from February and March will be uploaded after today's meeting

Need a new student representative for Fall 13. Shannon is GRADUATING!!!

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3:21 PM **Online Pedagogy**

3:26 PM 5 minutes

Meeting Notes

Quality Matters Grant - Kay Daigle, Karl Frinkle, and Aaron Adair will discuss more in April meeting. Please contact Aaron if interested in being part of the grant writing and submission process. Proposal is due April 12. Grant submission is due August 16.

Actions

Contact Aaron if you are interested in being part of the QM Grant

Aaron Adair

Mar 26, 2013

3:26 PM **Old Business**

3:31 PM 5 minutes

3:26 PM **Quality Matters**

3:31 PM 5 minutes

Meeting Notes

Rubric Certification Workshop - March 6

31 participants are now certified in Applying and Analyzing the QM Rubric

Total number of certified faculty/staff for 12-13 - 43

Peer Review Certification (online only) now available to Rubric-certified faculty/staff - see Aaron for more information

Next Rubric Certification Workshop - Fall 13 (date TBD) at Rose State College

3:31 PM **New Business**

3:59 PM 28 minutes

3:31 PM **Membership for 13-14**

3:34 PM 3 minutes

Meeting Notes

Please notify Aaron if you know that you'll be rotating off the DEC for next year

Actions

Contact Aaron if you know you are rotating off DEC

Aaron Adair

Apr 22, 2013

3:34 PM **Lecture Capture Presentation**

3:59 PM 25 minutes

Meeting Notes

See Dr. Smith's PowerPoint presentation available in the DEC Blackboard course folder (April 23, 2013)

3:59 PM **Adjourn**

4:00 PM 1 minutes

Meeting Notes

Next meeting:

April 23, 2013

3:00 pm

R100