**Distance Education Council Minutes – April 28, 2015**

*Minutes recorded by Christala Smith*

Christala Smith called the meeting to order at 12:50pm.

A brief summary of the previous meeting was provided.

Sharon Morrison reported on the library, stating that the online tutorials are making great improvements and will soon be available on mobile devices.

Bryon Clark was not present and therefore did not provide a report.

Dan Moore reported progress on the Title II Grant, explaining many areas that it has been used for and that he is currently writing the first report for it. He explained that the Retention Specialist position is funded by the grant and announced that the CIDT Instructional Technologist position has been posted.

Christala Smith reported on CIDT regarding the progress and continuation of Drop-In Trainings. The next Drop-In training is scheduled for Friday, May 1. She asked members of the DEC to encourage faculty and staff in their departments to attend. The announced that the Drop-In trainings would occur periodically, with subsequent dates set tentatively for the Faculty Symposium and the week after fall break.

Wayne Williamson reported on the progress of the IETV subcommittee regarding the Intercampus Facilities Uses Agreement. He explained the problems experienced in some areas and how modifications of the agreement would benefit IETV in all areas. He presented a modified agreement that he would like to use as a standard agreement for all sites. Items two and four had been adjusted to better meet the needs of IETV.

Karl Frinkle moved to recommend the changes to sections two and four in the campus facilities uses agreement. The motion was seconded by Janet Barker. The motion was passed unanimously.

William Fridley presented a standard set-up for IETV that he would like to see implemented. The plan would allow the teacher and students at each site to all see both the instructor or PowerPoint and also the students at all the other sites simultaneously. The plan would better justify usage of IETV and better facilitate interaction.

Dr. Fridley had written a proposal as follows: “The Distance Education Council recommends that the basic set-up for all IETV courses be in place by the beginning of the fall 2015 semester. Moreover, the Distance Education Council supports the allocation of the resources needed for achieving this.”

Kay Daigle moved that the council recommend the statement as written by Dr. Fridley. Jerry Stout seconded the motion. The motion was passed unanimously.

Hallie Stephens reported for the Rubric Committee that they had reviewed the sample rubrics provided by other universities.  They approve of two and plan to combine and revise them into something more suited to our specific needs. They will present more data in the first meeting of the fall semester.

Kay Daigle reported for the Faulty Training committee that they had met and made significant progress in determining the length and topics of the course. The committee has posted materials for the course on BlackBoard and will post additional information before the DEC meeting in the fall.

Jerry Stout moved to adjourn the meeting

Kay Daigle seconded the motion.