

**Minutes**  
**Distance Education Council**  
**October 4, 2011**

**Members Present:** Dr. Paula Allen, Dr. Kay Daigle, Dr. Steven Emge, Dr. Gerrie Johnson, Dr. James Knapp, Ms. Josie Mendenall, Dr. Nick Nichols, Dr. Rich Pearlstein, Mr. Shannon Hutcherson, Ms. Ellen Hendrix (non-voting), Ms. Kate Plunkett (non-voting), Mr. Dan Moore (non-voting), Dr. Linda Kallam (non-voting)

**Members Absent:** Dr. Aaron Adair, Dr. Karl Frinkle, Mr. Mike Morris, Dr. Bob Stevens, Dr. Debi Combs, Dr. Sheila Barnes, Dr. Jerry Polson (non-voting)

1. **Call to Order:** The meeting was called to order at 3:02 p.m.
2. **Minutes from 9-6-11:** Dr. Johnson made a motion to approve the minutes and Dr. Daigle seconded. The motion passed after noting two friendly amendments.
3. **DEC Membership List:** An updated membership list included Mr. Mike Morris replacing Dr. James Britton, and Dr. Sheila Barnes as the new representative from Graduate Faculty.
4. **Distance Education Assessment (DEA) Report:** Members were reminded that the DEA Report is due to the Director of Distance Education no later than 5:00 p.m. on Friday, Oct. 7, 2011.
5. **Online Certification Courses:**
  - a. Dr. Kallam announced that we now have two certification courses: Online Course Design, for faculty who will be designing Internet-based courses; and Online Teaching, for faculty who will be facilitating a previously designed and approved Internet-based course.
  - b. A request from David Foster for alternative certification was reviewed and discussed. A motion to approve David Foster's request was made by Dr. Knapp, seconded by Dr. Johnson, and passed by unanimous vote.
6. **State Approvals** – Dr. Kallam gave an update on the new federal guidelines for requiring approval from states where online students reside. Several programs were identified with frequent enrollment of out-of-state students, but Dr. Kallam stated that departments will not be responsible for acquiring state approvals. Paperwork will be prepared by the Director of Distance Education or someone in Academic Affairs.
7. **New Internet-Based Courses:** Dr. Daigle would ordinarily present HPER 5863, Skills, Techniques, and Strategies for Coaching for approval as a new Internet-based course, but she will be the instructor for this course so Dr. Kallam reviewed the required documents and presented it to the DEC for approval. Dr. Johnson made a motion to approve HPER 5863, Skills, Techniques, and Strategies for Coaching, as a new Internet-based course. Dr. Allen seconded and the motion passed.
8. **New Committees:** Dr. Kallam requested volunteers for a committee to work with Ms. Plunkett on the Distance Education website. Dr. Johnson and Mr. Moore volunteered to serve on the committee.

## 9. Reports

- a. **IETV Committee:** Dr. Johnson announced that Mr. Moore has joined the committee. Ms. Plunkett discussed a revised copy of a student satisfaction she found on the Internet. Dr. Johnson asked that suggestions be sent to her. The IETV Committee will have a finalized version of the survey for approval at the next meeting.
- b. **Library:** Ms. Plunkett reported that the Library's Blackboard courses were going well and asked for feedback from DEC members. She also reported that Southeastern yearbooks will be available on the Library website soon.
- c. **IT:** (1) Mr. Moore reported that we should be able to filter for blended classes (Internet-based classes with class meetings required) on CampusConnect now. (2) Mr. Moore stated that it looks like they may not be able to retrieve the student data that was lost. (3) The IT grant was not funded, but matching funds set aside can now be used for other things. IT is working on turning R100 into an IETV room. (4) Mr. Moore reported that the KSSU transmitter was destroyed and will need to be replaced. They are working around the problem to ensure services are still available. (5) Mr. Moore also reminded members that the ODLA meeting is Nov. 9. He has posted information on the DEC Discussion Board for anyone who might be interested in attending.
- d. **CIDT:** See below.

## 10. Other Business:

- a. Dr. Paula Allen presented a recommendation from her department that the DEC investigate the possibility of a university-wide policy to require that students take a class about how to use Blackboard before they are allowed to enroll in an online class. Dr. Allen's department has documented problems with first-time online students whose lack of familiarity with Blackboard negatively impacts their success in classes. The recommendation was discussed and the consensus was that such a policy should be considered. Mr. Moore stated that we could use the "Hold" feature on CampusConnect to restrict first-time enrollment in online classes. Dr. Johnson will present the idea to the Academic Council before Thanksgiving and report back to the DEC.
- b. Ms. Hendrix demonstrated a student orientation cartridge for Blackboard that may address the problems noticed by Dr. Allen's department. The cartridge is free to SE and takes approximately 15-20 hours for students to complete. Questions about what, how, when, and other issues associated with using this cartridge were presented and should be discussed within the departments. Should we require that all students take an orientation course? How will it be handled and who will manage it? Could we include it in the Orientation course required for all students? We will revisit this issue at a future DEC meeting.
- c. Ms. Hendrix discussed another free Bb course for faculty and asked for volunteers to review it. She also discussed the possibility of online Bb workshops for faculty.

## 11. Adjourn:

The meeting adjourned at 4:35 p.m.