

**Minutes**  
**Distance Education Council**  
**February 14, 2011**

**Members Present:** Dr. Paul Allen, Dr. Steven Emge, Dr. Karl Frinkle, Dr. Richard Pearlstein, Ms. Ellen Hendrix (non-voting), Dr. Aaron Adair, Dr. Hallie Stephens, Ms. Kate Plunkett (non-voting), Dr. Nick Nichols, Dr. Kay Daigle, Dr. James Britton, Dr. Bob Stevens, Dr. Jerry Polson, Dr. Muhammad Betz and Dr. Linda Kallam (non-voting).

**Members Absent:** Dr. Brad Ludrick, Dr. Gerrie Johnson, Dr. John Topuz, and Mr. Dan Moore (non-voting).

The meeting was called to order at 3:30 p.m.

Dr. Jerry Polson was introduced. He has taken over responsibility for Distance Education.

A motion was made by Dr. Frinkle to approve the minutes of the November 29, 2010 meeting. Dr. Nichols seconded the motion. The minutes were approved.

**Updates:**

- a. Changes to the Policies and Procedures Manual were sent to Faculty Senate for approval. There was not a quorum at the December meeting, but the changes were subsequently approved. This Council is now officially called the “Distance Education Council” and that way it incorporates the IETV courses.
- b. Dr. Lisa Kincaid has withdrawn her request for alternative certification and is now enrolled in the certification course.
- c. Dr. Mee-Gaik Lim was voted in as alternatively certified, but she is enrolled to go through the modules.
- d. Dr. Sheila Barnes has also withdrawn her request for alternative certification and has now completed the certification program.

Distance Education Enrollment reports were distributed.

In Spring 2011, there were 29 classes taught by non-certified faculty. 19 of these were teaching multiple classes, so this does not represent 29 separate faculty members. Some are enrolled in the online certification course, but some are not. There are a few who are new adjunct faculty, and they have the entire first semester of teaching to complete the certification process.

**Online and Blended Course Evaluations:** 26 courses were evaluated from Fall, 2010. As expected, those falling most often in the unsatisfactory range were courses taught by faculty who have not completed the online certification modules. However, there were some faculty who went through the certification process, but are no longer using the format they set up through that and the courses are still not in the satisfactory range. The

expectation is that, once certified, the format and criteria learned through that certification process is used for each and every course. Overall, the results are better than the previous semester, so the certification process seems to have helped. Dr. Betz inquired about notification of faculty members whose course was unsatisfactory. Dr. Kallam will contact each faculty member, provide them with a copy of the evaluation sheet, and an invitation for help if they choose, as a support person. This information is confidential and goes to the faculty member only. The question was raised in the November 29, 2010 meeting regarding the delegation of Course evaluation to members of this committee. Dr. Kallam talked with Dr. Polson and Dr. McMillan. Due to concerns of privacy and consistency, it was determined that this is an administrative duty that should remain the responsibility of the director.

**New Online/Blended Course Approval:** NS1113 – Introduction to Native Studies and NS3313 – Native American Policy. These courses are meeting and seem to be on track. Neither instructor is certified. The syllabi need work to meet the objectives. Dr. Adair made a motion to approve course NS1113 conditionally pending the recommended changes to the syllabus. After discussion, Dr. Adair withdrew this motion. Dr. Allen made a motion to not approve both courses based on that the syllabi do not meet the requirements and the Instructors are not certified. It was noted that these courses are already in process. The motion passed.

There was discussion regarding the possibility of providing a standardized syllabus template. Possible concerns were the perception of taking control away from the individual faculty members in creating their syllabi. Dr. Adair will work up a possible template, specifically regarding ADA compliance, with examples and suggestions and bring it to the next meeting.

**Problems with Online/Blended Classes:** Course coding (i.e., online, blended or IETV) has occasionally been confusing for students, who must be able to tell if they will be expected to meet personally on campus. A recommendation will be made from this council that class coding must be correct. The other concern regards the large number of students in one class, even though it has been recommended to have no more than 25 students in an online class. After discussion, it was determined that this issue is best left as a department decision.

**New Committees** were formed:

IETV: Dr. Gerrie Johnson, Dr. Bob Stevens, and Dr. Muhammad Betz

Faculty Satisfaction Survey: Dr. Karl Frinkle, Dr. Kay Daigle, and Dr. Hallie Stevens

Online Learning Website: every member of this committee should look carefully at the website and come back to the next meeting with recommendations.

**Reports:**

Report from the library: The library is working on a Blackboard tutorial for library instruction so distance education students will have an equal (to our on campus students) opportunity to learn about the library's resources in a familiar format. The tutorial will be ready this summer for a dry run with a test class.

Report from CIDT: Bb 9.1 is coming out and will have many new and wonderful features

Report from IT: no new grant was obtained. They will move computer maintenance from March 4<sup>th</sup> to March 11<sup>th</sup> (Friday before Spring Break) to minimize interruption.

Dr. Nichols made a motion to adjourn. Dr. Frinkle seconded the motion. The meeting adjourned at 4:44 p.m.