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**Minutes**
**Distance Education Council**
**March 21, 2011**

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**Members Present**: Dr. Paula Allen, Dr. Steven Emge, Dr. Karl Frinkle, Ms. Ellen Hendrix (non-voting), Dr. Aaron Adair, Dr. Kay Daigle, Dr. James Britton, Dr. Bob Stevens, Dr. Jerry Polson, Dr. Muhammad Betz, Dr. Gerrie Johnson, Mr. Dan Moore (non-voting), and Dr. Linda Kallam (non-voting).

**Members Absent**: Dr. Brad Ludrick, Dr John Topuz, Dr. Richard Pearlstein, Dr. Hallie Stephens, Ms. Kate Plunkett (non-voting), Dr. Nick Nichols

**1. Call to Order**:    The meeting was called to order at 3:32 p.m.

**2. Minutes:**  It was noted that Dr. Hallie Stephens' name was misspelled in one place in the February meeting minutes.  Dr. Emge made a motion to approve the minutes with this correction.  Dr. Allen seconded.  Motion passed.

**3. Reports:**
   a. ADA Compliance:  Discussion regarding ADA compliance issues for web-based classes.  Dan Moore reported that he is on the University ADA Committee and, after discussion, it was decided that Linda will check with Sharon Robinson and Susan Dodson to see what policies already exist, to avoid duplication of effort.
   b. Faculty Satisfaction Survey:  The survey was re-worked and redundant items were removed.  Effort was made to tie-in the survey to HLC Standards.  Dr. Frinkle made a motion to approve the new survey.  Dr. Daigle seconded. Discussion:  Would it be better to have only four categories on the survey and remove the "neutral" category in the middle?  After discussion it was decided that five options are reasonable for each question, with "Strongly Agree" on one end, "Strongly Disagree" on the other end, and "Neither agree nor Disagree" in the center.  The motion then passed.
   c. IETV Committee:  Dr. Gerrie Johnson reported that this committee met to discuss concerns about proctoring exams, physical logistical problems, and the possibility of developing a manual for teaching IETV classes.  This committee recommends surveying the faculty regarding their concerns with teaching IETV classes. Would they like a workshop or manual?  Dr. Bob Stevens made comments regarding the fact that there should be no difference between the outcome of students in IETV, face-to-face, or online classes.  There will be a workshop soon for Department Chairs for online assessment.  HLC is always interested in comparison data among the types of classes.  Dan Moore commented that there is always data on the technical end of IETV classes, and Portable IETV units are available.  Dr. Linda Kallam reported that the question arose at Faculty Senate whether IETV Instructors are required to go through training similar to that of Online Instructors.  Dr. Johnson stated that this was discussed at the committee meeting and their opinion is that it may not be necessary.  They believe there is

merit in offering a training session, but want to explore the issue further to see how much training is wanted or needed. They might like to recommend training on a volunteer basis, or offer something like a "Tip Sheet". They plan to draw on the experience of faculty members doing a great job with IETV classes. The Committee recommendation is not to have a mandatory training, but to put together a publication of helpful tips and best practices.

d. Library: no report

e. CIDT: Blackboard 9.1 is up and running with one class as of this morning. So far all students have checked in and have given good feedback. Workshops will start the first week of April for faculty members. Ellen Hendrix stated the recommendation is for fresh uploads of information – no copying and pasting from the previous edition of blackboard. E-mails will be sent regarding the schedule for Blackboard training. Apps are available for Mobile Learn. It is recommended to use Blackboard 7.3 version for 2 or 4 week Summer Courses due to the short time frame for the course. After discussion, Dr. Betz made a motion to make a recommendation from this council for all faculty members teaching internet-based classes to attend training for Blackboard 9.1. Dr. Emge seconded the motion. It passed, with one opposed. It was noted that Ellen Hendrix will conduct a departmental training workshop, if requested. Ellen also reported that help will be offered to students who are assigned a video project. An e-mail will be sent to Faculty members giving guidelines and a tip sheet to distribute to students.

f. IT: Dan Moore reported that computer maintenance went well over Spring Break. OneNet put in a new router. Please be aware that HB1304 is pending and will consolidate all IT within State agency departments. This would have a big impact on the University, with the possibility of losing control over the IT Department.

4. **Federal Regulations Impacting Distance Education and State Authorization**: more information is coming on this at the next meeting.

5. **Copyright Concerns for Internet-Based Classes**: there is currently an investigation into providing direction and resources for copyrighted course content on web-based courses.

6. **Recommendations for Faculty Teaching Internet-Based Classes:** Points of information given after review of Spring courses. Please look at lists of "problems and recommendations" and there will be discussion about it at the next meeting. There was discussion today about what the Council should do with this information? Should there be a listing of "common mistakes"? Discussion will continue at the next meeting.

**New Business**:

New HLC Guidelines regarding coding of classes will be put on the website for comments.

7. **Adjourn:** Dr. Daigle made a motion to adjourn. Dr. Johnson seconded the motion. The meeting adjourned at 5:09 p.m.