

**Minutes**  
**Distance Education Council**  
**April 25, 2011**

**Members Present:** Dr. Paula Allen, Dr. Steven Emge, Dr. Karl Frinkle, Ms. Ellen Hendrix (non-voting), Dr. Bob Stevens, Dr. Jerry Polson, Mr. Dan Moore (non-voting), Dr. Linda Kallam (non-voting), Dr. Hallie Stephens, Ms. Kate Plunkett (non-voting), Dr. Nick Nichols

**Members Absent:** Dr. Brad Ludrick, Dr. John Topuz, Dr. Richard Pearlstein, Dr. Aaron Adair, Dr. Kay Daigle, Dr. James Britton, Dr. Muhammad Betz, Dr. Gerrie Johnson

1. **Call to Order:** The meeting was called to order at 3:32 p.m.
2. **Minutes:** Dr. Frinkle made a motion to approve the minutes. Dr. Nichols seconded. Motion passed.
3. **Reports:**
  - a. **IETV Committee:** No report at this time.
  - b. **Library:** Kate Plunkett reported that she had Blackboard training. They are working on developing a student resource page for Blackboard and are going to make more video tutorials. Dr. Kallam asked about copyright issues for the instructors, and if the library has resources regarding this. There is a web page, which can be accessed from the library page, with frequently asked questions on copyright issues with a check sheet. They will plan to link this to the DEC website.
  - c. **CIDT:** Ellen Hendrix reported that 175 faculty and staff members have completed the new Blackboard training, with 2 more opportunities still available this Spring and more workshops will be offered this Summer. A Blackboard 9.1 Navigation link has been added to the DEC website. Dan Moore will work on getting it setup so that courses are automatically created. If the course Instructor is listed as "Staff", the Instructor will still have to e-mail to get the course added. Ellen was one of only 16 people who were asked to present at the Blackboard 9.1 conference.
  - d. **IT:** Dan Moore reported that they are working on a user feedback survey on the University Website. The video department is working on marketing videos for various departments. They are still fighting the virus outbreak. Student computer labs are converting to Windows 7. The virus is not completely contained yet, and students should still scan flash drives at the library. An IETV grant was submitted today. Dan attended the Poise user group conference, and Campus Connect version 4 is coming out. The question was raised about the plan for converting to Windows 7 campus-wide. Dan reported that the plan is to change over all computers, but it will probably be done as new computers are added.
4. **Faculty Satisfaction Survey** will soon be added to the website.
5. **Summer 2011** lists of new Internet-based courses and Non-certified Faculty teaching Internet-based courses were distributed and discussed.

6. **Fall 2011** lists of new Internet-based courses and Non-certified Faculty teaching Internet-based courses were distributed and discussed.
7. **ADA Compliance for Internet-Based Courses:** No report at this time.
8. **Federal Regulations Impacting Distance Education and State Authorization** Information on this topic was given to Dr. Polson. The University may need to obtain permission to offer classes to students outside the state of Oklahoma by July 1.
9. **Distance Education Assessment Report:** IETV has been incorporated into the DEA Report so a separate report would not be needed. Dr. Kallam met with the Department Chairs from the school of Arts and Sciences, and will be meeting with Department Chairs from the other schools soon. At their suggestion, a small change was made on the DEA Report.
10. **Information from the HLC Conference:** Dr. Polson reported that the Higher Learning Commission conference was very informative. Dr. Kallam reported that the speaker from the Gates Foundation was very motivational and had good ideas for involving students more in a distance format using technology. Discussion regarding assessing student learning. We have a student satisfaction survey but do we need other ideas? Also, faculty participation – feedback, announcements, is the instructor involved in the discussion board? Another topic for future discussion includes how they are training reviewers to check how involved the faculty are in the online courses by checking the number of “clicks” for the instructor. Discussion followed regarding pros and cons of this method of review and other ideas for measuring instructor involvement.
11. **Recommendations for Faculty Teaching Internet-Based Classes:**
12. **Motion to Adjourn** by Dr. Frinkle, second by Dr. Nichols. Adjourned 4:24 pm

Special thanks to everyone for serving on this Council. This Council will resume meeting again Fall, 2011.