

**Minutes**  
**Distance Education Council**  
**September 6, 2011**

**Members Present:** Dr. Aaron Adair, Dr. Paula Allen, Dr. Kay Daigle, Dr. Steven Emge, Dr. Karl Frinkle, Dr. Gerrie Johnson, Dr. James Knapp, Dr. Bob Stevens, Dr. Debi Combs, Mr. Shannon Hutcherson, Ms. Ellen Hendrix (non-voting), Ms. Kate Plunkett (non-voting), Mr. Dan Moore (non-voting), Dr. Jerry Polson (non-voting), Dr. Linda Kallam (non-voting)

**Members Absent:** Dr. James Britton, Ms. Josie Mendenall, Dr. Nick Nichols, Dr. Rich Pearlstein

1. **Call to Order:** The meeting was called to order at 3:32 p.m.
2. **Welcome and Introductions:** New members were welcomed: Dr. James Knapp, Dr. Debi Combs, and Ms. Shannon Hutcherson.
3. **Minutes from 4-25-11:** Dr. Allen made a motion to approve the minutes. Dr. Adair seconded. The motion passed.
4. **Enrollment:** Members were directed to enrollment information posted on the DEC Bb course. The problem with pulling enrollment data on what used to be “blended” was discussed. Mr. Moore will investigate. Coding of IETV, Internet-based, and Internet-based (class meetings required) was also discussed. Using conferencing techniques such as Skype, Big Blue Button, etc. to increase enrollment was discussed.
5. **Distance Education Assessment (DEA) Report:** Members were directed to the report format posted on the DEC Bb course, and 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.
6. **Proposed Change in Processing New Internet-Based Courses:** It was suggested by Dr. Kallam that all courses that had never been taught in an Internet-based format be reviewed by the department representative and brought to the DEC for approval. While no formal proposal was made, it was decided that this procedure would better utilize the content-specific and online teaching expertise held by department representatives to the DEC.
7. **Online Certification Courses:** Dr. Kallam announced a new certification course, Online Teaching, and renaming of the existing course to Online Course Design. A motion was made by Dr. Adair to approve use of the new certification course for faculty not required to design Internet-based courses. Dr. Allen Seconded. After considerable discussion over the need for a new course and possible alternatives, the motion to approve was passed.
8. **Reports**
  - a. **IETV Committee:** Dr. Johnson reported that the committee had not met this semester, but brought up issues with scheduling and class size at distant sites. Mr. Moore talked about issues and policies related to IETV. Dr. Kallam requested a draft copy of a student satisfaction survey for the Oct. 4 meeting.

- b. **Library:** Ms. Plunkett reported that the Library now has a Bb course and other efforts are ongoing to provide students and faculty with resources for Internet-based classes.
  - c. **CIDT:** Ms. Hendrix reported that the transition to Bb 9.1 went smoothly and she has set up or redesigned several resources for students and faculty. She will be scheduling individual feature workshops soon. Course Reports are not available but she is working with Bb and IT to resolve the issue. Ms. Hendrix invited members to a meeting with the Bb representative the next day.
  - d. **IT:** Mr. Moore reported the virus issue has been resolved. See other comments above.
9. **Other Business:** None
10. **Adjourn:** A motion was made by Dr. Stevens and seconded by Dr. Frinkle to adjourn. The motion passed and the meeting adjourned at 4:15 p.m.