**Distance Education Council**

**January 27, 2015**

**Meeting Notes**

**Reports:**

**Library**

* Sharon Morrison reported that the library has been working on interactive tutorials on how to access library resources.

**IT**

* Dan Moore introduced the new Director of the CIDT, Mrs. Christala Smith, who is also serving as the DEC chair/director.
* The funds for the Title III grant have been secured and are currently being used to lay cables and upgrade the processing speed.
* Dan thanked the council for its input regarding the use of funds and commented that it was beneficial in securing the grant.
* Lynda.com can be accessed through the library website and also on blackboard. Dan described it as a Khan Academy for technology.
* One of the members asked about the Adobe Suite that was mentioned in the faculty symposium. Dan responded that the help desk and Mike Stout would be the best way to get that software.
* Dan asked for recommendations on how to spend excess funds from the grant. He offered one suggestion that speakers for faculty training could be invited with the cost being covered by the Title III funds.

**CIDT**

* CIDT has been approved to receive a new staff position. The position will be posted soon.

**Others**

* AVPAA/Graduate Dean Bryon Clark spoke about the new fully online programs and expected student growth from those programs. Business, Master of Science in Native American Leadership (31 students), and a Master of Science in Aerospace are all of the completely online programs. The MS in Aerospace is in transition from offering some face-to-face to becoming completely online.

**DEC policies and procedures**

* Membership was discussed in regard to graduate council membership and student membership. Graduate Dean Clark offered that having graduate faculty membership would offer the perspective that may be needed for online graduate courses.
* Christala asked that the members be thinking about a student representative and bring it to the next meeting on February 24. She also stated that this discussion could continue on Blackboard.
* Dan suggested that we have a representative from the Idabel campus that could participate via IETV. The suggestion was positively received by the members.
* The procedures for changing the policies were discussed and Dr. Clark suggested that formal motions be brought forth regarding these changes and voted on by the council. The approved changes would then be brought to the Faculty Senate for approval.

**HLC Guidelines**

* Christala met with the 6 other RUSO schools and will meet again before the next meeting. She stated that all schools had some sort of distance education faculty training and the courses ranged from 2 hours to 40 hours. Dr. Clark, speaking about HLC guidelines, stated that continuous improvement was important and would be expected from HLC. He suggested a series of small courses, offering training about different aspects of online teaching, that faculty could access and receive a “badge” for completion. He also committed some allocation of funding for faculty to receive “incentive pay” for completing the training. Christala indicated that a training course was being developed and would like to have DEC input. This course would be updated every 3-5 years or as needed to represent new technology and/or best practices. A discussion topic is posted on Blackboard and she would like the council members to participate.
* Christala also indicated that a Student Orientation to Blackboard course was being developed that could be placed in student tools and embedded in every course.
* A course review process was discussed. At the present, the online course reviews are completed through the chairs but needs to be improved. Christala suggested that we take the Quality Matters Rubric and modify it to fit our needs. She also indicated that random course reviews will begin so data could be obtained for report purposes. Christala offered a handout that illustrated her idea of how the training and review process might proceed.

**Future Meetings**

* The council found that a 12:45 time was convenient for all present and that meetings would be held on the 4th Tuesdays of each month. The future dates that were established were: February 24, March 24, and April 28.

*Respectfully submitted,*

*Kay Daigle*