

Distance Education Committee Meeting

Monday, October 7, 2013

2:30 p.m.

- Prior to the meeting, the committee was asked by email to review the Faculty Handbook and Student Handbook. Everyone was encouraged to read over the materials and notify the Distance Office of any requested changes. The Distance Education Office will make changes and send corrected copies out to the committee for review.
- The committee was provided with a copy of SACS Accreditation Requirements for Distance Education and our Course Checklist. One minor change was suggested on the checklist regarding interaction with students. It was suggested that the wording on the last checklist item be changed from “Does the instructor *require* students to reply...” to “Does the instructor *prompt* students to reply...” This should be sufficient as long as there is evidence of student-to-student interaction in the class.
- Evaluation of distance education courses was discussed briefly. A change was proposed to stop the practice of the committee evaluating all courses at the same time every three years. Instead, it was suggested that the committee evaluate courses at the same time as the Division Chairperson. The courses would be evaluated on a rotating schedule so that all courses will still be evaluated once every three years, but the committee would only be looking at a minimal number of courses each semester. The Distance Education Office will work on a process for this and begin with the spring 2014 semester.
- A reminder was made about including distance education courses in unit planning. There is some conflicting information about what is to be included. The Distance Education Office will verify and notify the committee.

- There were seven new distance education course proposals submitted for 2013-2014. The committee was invited to look over the proposals and provide comments and suggestions.

Meeting Attendance: Joan Baltes, Debbie Benson, April Cookson, Diann Durdunji, Melinda Grissom, Dr. Heather Johnson, Mark Lee, Tywana McClinton, Selina Pearson, Teresa Roberson, Kim Tucker