

## Distance Education Committee Meeting

Wednesday, October 7, 2015

3:00 p.m.

Present: April Cookson, Diann Durdunji, Jacque Jefferys, Dr. Heather Johnson, Mark Lee, Tywana McClinton, John McIntosh, Pam Peters, Ches Smith, Donna Sykes, and Kim Tucker

- Prior to the meeting, the committee was emailed the Distance Education Faculty Handbook including the course checklist. Everyone was encouraged to read over the materials and notify the Distance Office of any requested changes.
  - It was mentioned that the checklist process is good, but the committee is limited in enforcing the requirements.
  - A suggestion was made that instructors who have not previously taught or developed a distance course be required to use Moodle in face-to-face courses for a minimum of one semester as well as complete the training prior to developing a distance course.
  
- Courses that require a weekly lecture-type meeting will no longer fall under the 'Blended' course category. Instead, these courses should have a different footnote such as 'Required Online Component.'
  
- Plans are to again have the distance education orientation as a required component prior to registration beginning summer 2016.
  
- The committee members were asked how they felt about using stipend funds for course redesign as well as new course development. A suggestion was made that we could pay half of the stipend for a course redesign. However, we would need to put some type of criteria on this. For example, we might say that it must be at least five years from the initial course

development before a course could be redesigned for a stipend. Thoughts on this??

- It was pointed out that many schools do not require proctored exams or use remote testing proctoring. We are piloting ProctorU's remote test proctoring service in several course sections this fall. Faculty will be encouraged to use ProctorU for additional course sections in the future. It is more difficult to use remotely proctored testing for some courses such as math and English due to the use of scratch paper, formulas, novels, etc.
- Training is coming up again in spring for distance instructors who have not completed it since 2013. We are revising the online training and will send an email out to the distance instructors who need to complete it in early spring. After completing the training in Moodle, a certificate will automatically be generated and a copy will be kept in faculty files in the Human Resources Office.
- Some possible Title III items were discussed.
  - Quality Matters is good, but we already have a system in place. However, Quality Matters will involve faculty from other colleges and will eliminate the need for us to be critical of our co-workers.
  - Including the Canvas LMS might be a possibility. A rep will be here the first week in November for a demo. An email will be sent out about this later in October.
  - Although services are important for accreditation, a minimum should be spent on services such as tutoring and advising because most online students are too busy to take advantage of extra assistance.
  - Any additional input on Title III is appreciated.