

Distance Education Committee Meeting

Monday, October 13, 2014

2:30 p.m.

- Prior to the meeting, the committee was asked by email to review the Faculty Handbook, Student Handbook, Distance Education Course Checklist, and new distance course proposals submitted for 2014. Everyone was encouraged to read over the materials and notify the Distance Office of any requested changes.
 - There was a discussion on changing the Distance Education Mission and Purpose statement. April will draft some samples to send out to the committee for approval.
 - No changes were made to the course checklist or student handbook.
- Evaluation of distance education courses was discussed briefly. Online evaluation of the courses will continue.
- The committee was asked about the possibility of requiring instructors to meet certain criteria prior to submitting a course proposal. A concern is that by requiring certain criteria, we will prevent new instructors or instructors who may not have as much technology experience from having an opportunity to develop a course. Instead, it was suggested that an introductory meeting be required, prior to the submission of a new course proposal, for instructors who have not previously developed a distance course. This will provide new instructors with some basic information prior to submitting a course proposal. This will be implemented in 2015.

- April shared an interesting point from the Distance Education Survey results from summer.
 - This question was added to the survey in regard to ebooks.
Would you prefer all of your distance education textbooks to be in ebook format (available on your phone, tablet, computer, etc.)?
 - Of the 72 responses on this particular question, 40 of the respondents answered 'No.'

 - The committee was informed about some projects that are ongoing.
 - Mark Simpson will be working on developing an online version of the Student Success Course to be offered this spring.
 - We are working on moving the BIO103 and BIO104 labs to an online format using LateNiteLabs. It is \$50 per student for access to unlimited labs.
 - We are utilizing one of the shoals campus math lab aides as a mentor for our online math students. When the mentor is not assisting distance students or offering online tutoring sessions, she is able to assist students in the math lab.

 - We will continue to work on making the Distance Education Orientation a requirement. We hope that we will be able to require the orientation again by fall 2015.
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Meeting Attendance: Dr. Joan Baltes, Debbie Benson, April Cookson, Diann Durdunji, Melinda Grissom, Dr. Heather Johnson, Carol Kerr, Mark Lee, Tywana McClinton, Teresa Roberson, Donna Sykes