

Seminole State College Distance Education Committee

**Meeting Minutes**

August 14, 2019

- A. Call meeting to order at 2:01 pm in VPAA Conference Room
- B. Zoom Proctoring in the Distance Education Proctoring Center Report (Yasminda)
  - a. Recommendation: The Distance Education Committee recommends that Seminole State College impose the same proctoring requirements on video conferencing courses (Zoom) as it does on exclusively online courses.
  - b. Report from results of Division Chair Council Meeting in April: Division Chair Council elected to postpone decision about Zoom proctoring requirement. Discussion of lockdown browsers. Lockdown browsers were not piloted in summer online classes. Trial period expired. Cost to college to implement lockdown browsers on all campus computers \$2000-\$3000 annually as per Jason Cook.
  - c. Committee recommendation: Jason Cook will work with Tony Crouch and Dr. Larry Guerrero to review the best options for this. Jason will report in September.
- C. Brightspace Faculty Orientation Report (Jeff, Marta, and Yasminda)
  - a. Jeff Cheng, Marta Osby, and Yasminda Choate will create assessments in the Brightspace Faculty Orientation for faculty to demonstrate proficiency in required LMS usage across campus.
  - b. Discussion of Screen-o-matic and other video creation options for faculty to create videos for online classes. Jeff Cheng discussed an option in Brightspace that SSC could conceivably purchase.
  - c. Jeff Cheng and Theran Hernandez will report on options to the committee at September meeting.
- D. Handbook Revisions (Yasminda)
  - a. Choate reported that handbook revisions for Distance Education were completed by the end of Spring 2019.
- E. QM Certification Schedule Updates
  - a. Committee explained the campus history of using Quality Matters to certify online classes. Concerns that the quality of online education was not consistent across campus or within divisions. QM offered a simple process to verify quality and consistency.
  - b. Question of whether this is the best usage of college funds. Concerns that classes must be re-certified with every textbook change. Expense of \$1000-\$1200 to QM per certification. \$500 stipend to faculty members. Faculty response to QM Certifications has been tepid. Difficulty in certification process.
  - c. Committee Recommendation: The Distance Education Committee recommends the campus forego further QM Certifications for online courses and prioritize in-house reviews. Motion Jason Cook. 2<sup>nd</sup> Theran Hernandez. Unanimous vote to accept recommendation. Recommendation moves to Division Chair Council.
- F. Planning Comments for 2019-2020
  - a. New Committee Members? Michael will contact Dr. Bill Knowles and Valarie to discuss potential additions to the committee. Jeff Cheng will contact PTK members and ask one to join the committee.
  - b. Committee Ambitions: Enthusiasm for online degree completion options. Discussion of which classes may pose complications to create online options. Theran Hernandez will investigate options for online Biology option.
  - c. Preparedness for HLC Site Visits in February: Yasminda Choate and Michael Schnell will collect and create online records for Distance Education Committee. (Meeting agendas and minutes.)

Meeting adjourned at 2:57 p.m.