Seminole State College Distance Education Committee

Minutes

February 13, 2019

A. Called meeting to order at 2:07 pm in VPAA Conference Room

B. Vote to accept meeting minutes for September, October, and November. R. Crawford motioned. M. Osby seconded. Passed unanimously.

C. Brightspace Faculty Orientation Report (Jeff, Marta, and Yasminda): Jeff played a bit of the video he has loaded. We discussed options for orientation unit. Will revisit at March meeting.

D. ZOOM Handbook Revisions (Yasminda): Will finish revisions by end of February to vote on recommendations in March.

E. Student Feedback-Online Courses: Marta Osby will gather information and present recommendations for vote in March.

F. QM Certification Schedule Report: Discussed creating in-house course design and review rather than paying for QM Cert. Reminder of why we chose QM. Discussed assigning classes for review and sending to Division Chairs for confirmation.

G. Online Course AW Procedure Recommendation to Faculty Senate: Discussed in context of Distance Ed. Courses only. Committee declines to make a recommendation at this time.

H. Old Business

I. New business: Do we need to use the DEPC for Zoom class proctoring? Discussed additional burden on the DEPC. Questions from committee: What is the typical enrollment of Zoom classes (5-15)? Can anyone take a Zoom class (yes)?

   Decided committee needs more information from professors using Zoom technology. Robin Crawford will send a list of current Zoom faculty to Michael. Michael Schnell will poll the faculty and present findings at March meeting.

J. Announcements: Discussion of current advising model proposed by Dr. Mills. Suggestion that faculty advise in their areas of teaching. Jenzabar functions can be used to assign advisors manually while coding majors. Committee agrees this model sounds more functional. No recommendation or vote by committee.

K. Adjournment

NEXT MEETING: MARCH 25, 2019