

Distance Education Committee Meeting Minutes
September 12, 2018
Call to Order: 2:02 p.m.

Members Present : Yasmina Choate (co-chair), Marta Osby, Robin Crawford, Natasha Rodgers, Carmen Hutchins, Tom Mills

Discussion of Brightspace Training Modules for Faculty

- Review of rationale for this training: To ease transition for new faculty members, to increase functional usage for existing faculty, and to fulfill and document usage for HLC Accreditation
- Discussed creating modules for Introduction to Brightspace (all faculty) and Intermediate Brightspace (online faculty) for spring semester launch
- Decided to create Introduction class for January launch due to sparsity of human resources on the committee and number of projects requiring immediate attention
- Y. Choate and M. Osby agreed to create a draft of the Introduction class for committee review at the November DEC meeting
- Y. Choate will request course shell from Teresa Norman via email

Discussion of Guideline Recommendations to Division Chair Council

- Zoom Classes (Best Practices): M. Osby mentioned that some faculty have expressed a desire to limit Zoom usage to concurrently enrolled students. Agreed to gather more information on this and report the reasons for this desire directly to T. Mills. No decision on who will review existing resources on Zoom Best Practices. Tabled for review at October meeting.
- Zoom Proctoring: Committee unanimously opposes using the Distance Education Proctoring Center to proctor exams for Zoom classes. Y. Choate will email IT for solutions that professors may implement to “lock” student browsers during exams. Discussed good pedagogy and test creation by faculty. R. Crawford and C. Hutchins agreed to research best practices for assessment/test proctoring in Zoom classes and to draft a proposal for committee review at the October meeting.
- Campus Virtual Day: Committee agrees with T. Mills assessment that a policy on “campus virtual day” can impact the entire campus culture. If faculty are granted ability to work virtually with students from home, other professional staff may desire the opportunity as well. However, the committee remains committed to limiting its scope to distance education within academic affairs. T. Mills and Y. Choate agreed to meet and discuss which portions of this [potentially] larger policy fall within the purview of the Distance Education Committee. Tabled discussion to revisit at October meeting with more clarified points for committee action and/or votes.

Discussion of Quality Matters Certifications

- Committee began with a review of the list of courses divisions may want to certify in FY 2019. T. Mills provided pertinent background information emphasizing that this academic affairs priority is approximately five years behind schedule on plan to certify and complete five year reviews for every class offered via distance education.
- T. Mills informed the committee that Fiscal Affairs has approved a budget increase of \$5000 for this initiative (total FY 2019 budget: \$10, 000). This allows campus to certify five courses during FY 2019 and pay a stipend of \$500 to each faculty member engaged in designing these courses for certification using the QM rubric. This stipend will be retroactively paid to course designers who completed certification in past semesters with no promise of additional pay.
- Committee unanimously voted to approve a stipend of \$500 per certified course to the designer of the course. Committee unanimously voted to approve retroacting this payment to course designers in previous semesters. T. Mills will take this recommendation to appropriate channels.
- Y. Choate agreed to contact each division chair and request the identification of five courses for QM Certification (based on the existing list) and the assignment of a faculty member to design each of these courses according to the standards of the QM rubric. She will report her findings at the October meeting.
- Y. Choate shared the list of fall QM training opportunities with the committee (attached in meeting agenda). T. Mills agreed there is likely funding available to compensate faculty members who desire to attend these training sessions. Y. Choate agreed to share this information with division chairs as well.

In-Progress /Pending	Certified
HPER 1012 (Schatzel)	CAP 1103
CS 1183 (Schnell)	BA 1123 (Schatzel)
ENG 1213 (McBride)	PSY 1113 (Knowles)
BA 2243 (Schatzel)	GOV 1113 (Christiansen)
ENG 1113 (?)	SOC 1113 (Rogers)
NURS 2443 (Watts)	
MLT 1402 (Hankal)	
HIST ??? (?)	
BIOL 2113 (Cook)	

Discussion of Website Updates

- Each committee member present has agreed to email two suggestions for revision of the Distance Education website by October 1 to Distance Education

Coordinator Michael Schnell. These suggestions may include needed updates to the Brightspace training modules.

- M. Osby emphasized that some faculty members teaching online courses may not be assigning the Brightspace modules to students as required by existing campus procedures (as minuted by Division Chair Council in December 2016). Y. Choate has agreed to email division chairs requesting that they stress this expectation to all online faculty in their departments. Y. Choate also agreed to contact M. Schnell and C. Cheng (absent from meeting) to request that they update these modules and report back to the committee with a status update at the October meeting.

Discussion of Feasibility Report to Division Chair Council and/or Administrative Council

- Y. Choate brought up a desire for the committee to work on a feasibility report for presentation to the Division Chair Council and/or the Administrative Council when all past-due matters are brought up to date by the committee. This report would include answers to the following questions:
 - Which majors do we have that could conceivably be offered entirely via Distance Education options (online or Zoom)?
 - What steps must be taken to provide these entirely DE driven majors?
 - By when could these steps be taken?
 - Is this something that fits with the college's vision, mission, and goals?
- T. Mills directed Y. Choate to contact division chairs in STEM and Nursing divisions to request they assign a faculty member from each division to the committee. Y. Choate agreed to this.

M. Osby motioned to adjourn. Unanimous approval to do so. 3:02 p.m.