

Distance Education Committee Meeting Minutes
October 10, 2018
Call to Order: 2:05 p.m.

Members Present : Yasminda Choate (co-chair), Robin Crawford, Natasha Rodgers, Carmen Hutchins, Jeff Cheng, Jason Cook, Teresa Norman, and Tom Mills

Discussion of Brightspace Orientation for Faculty

- Discussion that the modules must include assessment and accountability
- Will discuss further in November with a demonstration of the “rough draft” of the course by M. Osby, C. Cheng, and Y. Choate

Discussion of ZOOM Guidelines

- R. Crawford and C. Hutchins presented their findings of other institutions’ best practice guidelines, existing campus procedures discussed in the Faculty Handbook, and current professors’ recommendations
 - J. Cook and Y. Choate will review existing Faculty Handbook language and update to reflect the campus adoption of ZOOM (to replace ITV procedures/best practices)
 - Committee recommends a one-page recommended student behavior page be included in procedures for faculty to disseminate to students
 - Crawford and Hutchins discussed video of ZOOM training from Skylar (sp?) available to load
 - Linda Goeller requests an instructor training/ quick start handout
 - Recommendation that professors require earbuds to increase student focus during ZOOM classes
- The Distance Education Committee recommends that Distance Education Procedures for faculty be merged into the Faculty Handbook and removed from the Distance Education website for the sake of clarity. Motion- Y. Choate. 2nd- J. Cook. Unanimous decision.
 - Note: Approved by Division Chair Council on 11/7.

Discussion of P&P and Website Updates

M. Schnell is working on Policy & Procedure updates on the DE website. Reminder to send him any suggestions for DE updates as he revises the website.

Discussion of Student Feedback in Online Courses

- Students feel disconnected in online courses.
- Committee suggestions: online class instructors could offer synchronous meeting times using ZOOM link to increase student engagement and facilitate interconnectedness. Discussion of doing this 2-3 times per semester or weekly. Pros and cons.
- Committee suggestions: online class instructors could offer chat or synchronous meeting options for weekly office hours.
- Committee elects to discuss this within divisions and take a vote on recommendations at the November meeting.

Discussion of December “Book Club” Meeting

- Y. Choate suggests using the December post-semester meeting as a professional development workshop to discuss UCO's *The Learning Designer's Guide to LEM*
- Choate will contact UCO for cost sheet and make further arrangements at the decision of the VPAA

Discussion of ProctorU

- Kelli McBride posed a question to Y. Choate regarding procedures for faculty use of ProctorU as a proctored test alternative for students. Current written procedures on the DE website do not align with current faculty practice.
- Committee discussion of whether faculty must load every test to ProctorU (as per current written procedures) or whether faculty make this an option for students that students may request.
- The Distance Education Committee recommends that Distance Education Procedures for the use of ProctorU be amended to read, "Faculty must advise their online students each semester that ProctorU is a proctoring option. Faculty may advise students that exams will only be loaded into ProctorU at the request of individual students and outline the appropriate procedures to request that exams be made available via ProctorU." Motion- Y. Choate. 2nd-C. Cheng. Unanimous decision.
 - Note: Approved by Division Chair Council on 11/7.

Discussion of Quality Matters Certifications

- Certifications are on-going within the discretion of the divisions. Distance Education Committee will revisit this in January.

Discussion of Campus Virtual Day

- Tabled until November meeting

New Business: Discussion of Academic Integrity in the Distance Education Proctoring Center

- Multiple students have been caught viewing unauthorized websites during the course of proctored exams in the DEPC. Reported to committee via M. Schnell via T. Mills.
- Discussion of how widespread a problem this is (contained at this point) and what actions are feasible to decrease these problems.
- Committee members M. Schnell, Y. Choate, T. Mills, R. Crawford & J. Cook will work with Marc Hunter in IT to pose possible solutions. Sub-committee meeting will be scheduled. Report to DE Committee at November meeting.
- **Sub-committee meeting minutes: Meeting on October 31 at 8:30 a.m.**
 - Members present: M. Schnell, Y. Choate, T. Mills, & R. Crawford. Marc Hunter advised.
 - Sub-committee discussed current problems with layout/design of DEPC
 - Sub-committee discussed "humanpower" issues. Only one proctor on duty at a time must check-in students at desk outside DEPC while students inside are testing. Difficult to observe students opening a new browser window
 - Discussed feasibility and expense of software to lock browsers during tests
 - Discussed rearranging the room so proctor can observe all monitors at once
 - Walked as a group to evaluate the current room design:
 - Recommendation 1: Arrange all desks in a horseshoe configuration against walls

- Recommendation 2: Hire a student worker (or use library workers on duty) to check-in students/ view IDs before students enter DEPC
- Recommendation 3: Faculty or professional proctor remain in DEPC at all times during testing to continually monitor student activities
- Recommendation 4: IT does not think browser-locking software is necessary if all other recommendations are implemented.
- Recommendation 5: All faculty change test passwords **at least** once per semester. Passwords should not remain the same from one semester into the next.
- IT will begin work on necessary wiring to reconfigure room before spring semester

Motion to adjourn. Unanimous approval to do so. 2:47 p.m.