

Seminole State College Distance Education Committee (DEC)

MINUTES

2:00 PM – 21 OCTOBER 2014
VPAA CONFERENCE ROOM

CALL TO ORDER

- Members: Kelli McBride (DE Coordinator), Jamie Mills, Mindy Choate, Brad Schatzel, Dawna Hamm, Teresa Norman
- Not present: Michael Schnell, Christian Morgan
- Guest: Dr. Tom Mills (VPAA), Rayshell Clapper

Minutes of September 14, 2014: approved with the following amendments:

- Change 3b from “schedule 2-3 exams” to “no more than 3”
- Change 3c to add: “Except for Finals Week which is 4 days only”

OLD BUSINESS

1. DE Proctoring Center:
 - a. Rayshell Clapper reported on the workshop she attended at OACC on ProctorU. The costs would only be for tests, which range from \$8.75 (20 minutes) to \$42.50 (4 hours). Rayshell believed that 1 hour exams cost \$17.50 and 2 hour exams cost \$25.00.
 - b. Students could pay per test or the college could add test costs to fees.
 - c. Tom requested a list of the 30 pilot classes that will be proctoring in spring 2015. Kelli will get that to him as soon as the spring schedule is released.
 - d. Teresa will check with Cruiser for compatibility issues.
 - e. Kelli will follow up with ProctorU about a demo if it is compatible with Cruiser, and she will also contact Murray St., which uses ProctorU.
2. Cruiser Online Course Orientation Update:
 - a. Kelli reported that the orientation unit is almost complete with only a few minor additions. Michael and Christal Stevenson will add the DEC to the unit as students to test the modules before the next meeting.
 - b. Tom requested an additional unit be added covering proctored exams.
3. Quality Matters – Kelli offered to drive people to the October 31st QM workshop.

NEW BUSINESS

1. DEPC: Reservation Software: Kelli reported on the research she has done on software that will allow students to schedule their own test times in the DEPC.
 - a. Since other updates to SSC software might include reservation applications, she suggested the college temporarily uses Signupgenius.com.
 - b. The committee gave her permission to ask Marc Hunter to check the privacy/security of this 3-party software. If he approves, then she will subscribe to it on a monthly basis for \$9.99 (no contract) until the college has decided on the other software changes. Currently, Signupgenius has no limit on the number

of appointments or users. Though there is a free option, the \$9.99/month level will allow us to add places for students to identify course, instructor, and SSC ID.

- c. Someone suggest using Signupgenius to schedule faculty who work in the proctoring center.
2. Faculty survey of Cruiser satisfaction: the DEC supported sending faculty a questionnaire concerning Cruiser. Teresa said that it should ask faculty for specific reasons why they do or do not like Cruiser.
3. The committee voted to change the name of IETV classes to ITV, which reflects the common acronym used by other colleges, according to Tom.
4. DEC meetings will now be on the 3rd Tuesday of the month at 2:00 pm.

ADJOURN

NEXT MEETING: NOVEMBER 18TH