

SSC Distance Education Committee (DEC) Emergency Meeting

MINUTES

2:00 PM – 12 DECEMBER 2014
VPAA CONFERENCE ROOM

CALL TO ORDER

- Members Present: Kelli McBride (Coordinator of Distance Education, Chair), Dawna Hamm, Bill Knowles, Brad Schatzel, Christian Morgan, Teresa Norman, Jamie Mills
- Guests: Dr. Thomas Mills (VPAA)

Minutes: October 21 approved

NEW BUSINESS

1. ProctorU: The committee voted to use ProctorU as an option for online students.
 - a. The committee decided to conduct a formal pilot in Summer 2015.
 - b. Faculty wishing to begin using ProctorU this semester could do so.
2. Orientation Modules
 - a. The committee voted to have Teresa Norman import the Orientation Unit into all online courses when she rolls courses over for Spring 2015.
3. Summer Proctoring
 - a. The committee discussed how to staff the DEPC in Summer months and whether faculty were required to proctor for 2 hours a week.
 - b. The committee decided to look into using adjuncts in the DEPC.
 - c. Classified and Professional Staff will be asked to volunteer hours.
4. Distance Education will advertise for a part-time DEPC supervisor who will work M-R evenings and Saturdays.

Meeting was adjourned