SSC Distance Education Committee (DEC) Meeting

MINUTES   *2:00 PM – 12 MARCH 2015*
                                           VPAA CONFERENCE ROOM

CALL TO ORDER

- Members Present: Kelli McBride, Brad Schatzel, Teresa Norman, Michael Schnell, Dawn Hamm, Mindy Choate
- Guests: Dr. Thomas Mills (VPAA)

NEW BUSINESS

1. Approved minutes from February Meeting
2. Synchronous Tools sub-committee will give their report in April.
3. McBride answered questions concerning ProctorU brought up at the last meeting.
   a. McBride asked ProctorU if instructors had to set up all exams at the beginning of the semester or if they could set them up when needed. They said they prefer exams be set up 2-3 weeks before the exam begins in case they have questions, but the most essential thing is that the exams are ready to go in the LMS when they become available for students.
   b. To set up an account, faculty should email **passwords@proctoru.com** and request an Instructor account. They can then set up their exams on ProctorU's site (still have to set up exams in Cruiser as well). Or they can fill out an ADF form (Assessment Directive File) and submit that to ProctorU, and they will set up the exam for faculty (still have to do the Cruiser side exam set up).
4. DEPC proctoring in summer – update: SS secretary will be working in the library (as is usual) and will provide proctoring during the day; Kristi Barnett will work 20 hours in June (end of fiscal year). Students will also have ProctorU available. If faculty want to volunteer to work a few hours in the DEPC, they can do so as well.
5. To improve efficiency/ease of proctoring, faculty exam instruction sheets were copied and placed in a binder with any sensitive information removed. This binder will be kept in the top center drawer of the proctor's desk.
6. McBride is looking into providing better security for exams in the DEPC. Since the lab is open all day and left unsupervised, students could take their online exams without proctoring because the only security is the IP address lockdown. However, use of passwords for every proctored exam would increase time a proctor takes to start student exams. If they are handling 10+ students, this could be unmanageable.
7. McBride announced some professional development opportunities:
   a. Professional webinar on Mindset paid for by NASNTI
   b. QM Oklahoma Affiliate online workshop on teaching online ($25)

Meeting was adjourned