Seminole State College Distance Education Committee (DEC)

AGENDA   *2:00 PM –24 SEPTEMBER 2015*
VPAA CONFERENCE ROOM

CALL TO ORDER

Members: Kelli McBride (DE Coordinator), Mindy Choate, Jamie Mills, Teresa Norman, Michael Schnell, Marta Osby, and Jeff Cheng.

Minutes: 16 April 2015

OLD BUSINESS

1. DEC Committee and Student Success Council voted to recommend that the college adopts D2L as its LMS, aiming to begin using it by fall 2016.
2. D2L: set up campus-wide demo of D2L before October Faculty Senate meeting
3. Video link to ProctorU Workshop on 9/15 at 2:00: Link: **https://vimeo.com/139398735** Password: proctoru@seminole
4. QM Update:
   a. Because of fiscal year deadlines, we did not submit for peer reviews.
   b. If SSC votes to use D2L, the first five QM instructors (Schatzel, Hamm, Rima, Rogers, and McBride) will have the option of migrating their courses to D2L and submitting for peer review by the end of January 2016.
   c. QM Timeline for New Set of Courses: Fall: DE Coordinator will notify faculty that they will be responsible for redesigning a specific class to meet QM standards. This choice is made with the input of division chairs and the VPAA; Spring: Pilot the redesigned class; fall 2016: Submit courses for QM review. (Updated)
   d. Next Set of QM faculty and classes: Jeffrey Christiansen, American National Government; Kelli McBride, English Composition II; Tammy Kasterke, Intro to Microcomputers (not confirmed yet).

NEW BUSINESS

1. Welcome new members: Marta Osby and Jeff Cheng
2. Blended Courses: To integrate blended courses back into the regular semester:
   a. Recommend each division pilot one section in spring 2016.
   b. Seat Time Calculator: look at the example and recommend changes and adoption of this form (attachment A).
3. Updated ITV Memorandum of Understanding: Dr. Mills has written this list of procedures that SSC and HS will agree to (see attachment B). Need a recommendation from committee to adopt this memorandum.
4. Proposed change to all online course syllabi (see attachment C) – any other suggestions?
5. QM Oklahoma Affiliate offering online workshops of Applying the QM Rubric and Improving Your Online Course. Courses are $25 per faculty rather than $200 national QM price. (See Attachment F for current schedule of workshops available and enrollment steps).
6. DEPC Issues:

a. Because of problems with the current lock in the DEPC, I've changed to a key case and sent out email with combination and instructions on use.

b. DE Web site updated with DEPC forms and clarified/simplified info, pictures of the DEPC with labels, and corrected operating hours.

c. Request to add a "safe cabinet" for students to secure their personal items rather than use the unsecured cubbies or have the bags outside the DEPC.

d. Maintaining a professional environment in DEPC: showing up on time, knowing procedures, keeping lab quiet, relocking cabinet.

e. Get rid of file cabinet:
   i. Require all instructors use digital tests except in cases of ADA accommodations or courtesy tests (for other colleges) starting spring 2016.
   ii. Put passwords for instructor's exam on a private web page and send PDF to proctors to use personally (see attachment D).

7. ProctorU:
   a. updated pricing (discount through OACC): need to sign new pricing agreement (see attachment E)
   b. All online courses must offer ProctorU starting spring 2016 to provide compliance with 508 Federal accessibility regulations.

8. D2L Sandbox log in info: Please note that user ids have a DOT after sscok, but the password does not have a dot.
   a. **Sandbox Org URL:** http://sscok.brightspacetrial.com
   b. **Faculty user ids:** sscok.F1; sscok.F2; sscok.F3; sscok.F4; sscok.F5
   c. **Password for all users:** sscok123
   d. **To access the faculty dashboard:** To access this dashboard:
      i. Go to instructor view (either log-in or through the instructor view on the admin level)
      ii. you will see courses laid out for you to choose
      iii. below each course are set up tasks for faculty to go through (drag and drop a new course/ content, create a syllabus, manage gradebook, post a welcome message)
      iv. Each time you choose a task, the system guides you through the steps.

9. Add modules to Online Student Orientation to include proctoring. Any other issue that needs covering? Changing?

10. Other.

ADJOURN

Next meeting: October 22nd (3rd Thursday in October is during Fall Break)

ATTACHMENT A

Start & End Dates	
Course Number	
Course Name	
Instructor	
Credit Hours	3
Activity Hours Required	21
Activity Hours Compliant (Yes/No)	ALMOST

Number	DROP DOWN LIST Out of Class Activity	DO NOT CHANGE Out of Class Activity Description	DO NOT CHANGE Hour Equivalency	ENTER Qty	DATABASE Time (Hrs)	FORMULA Hours	Notes
1	Online Quizzes	Opportunity for the instructor to assess learners' knowledge of course material	1 hour quiz = 1 hour of class	1	1.0	1	
2	Group research/ presentations projects	Instructor mediated activity with specific learning outcomes; learners collaborate to research, analyze, synthesize and prepare a project/presentation	3-5 pages = 2 hours of class	0	2.0	0	
3	Online chat/conference calls	Instructor led opportunity for collaborative learning with specific expectations for participation and feedback	1 hour call or chat = 1 hour of class	0	1.0	0	
4	Reflection Paper/Article Review	Instructor guided activity for learners to apply concepts and relevant practices to personal experiences or apply higher order analytic skills in assessing scholarly articles/professional journals	3-5 pages = 2 hours of class	0	2.0	0	
5	Case study/Problem solving scenarios	In-depth analysis, utilizing higher order analytical skills, directly related to learning outcomes; shared with instructor and/or classmates for thoughtful	Each activity = 3 hours of class	0	3.0	0	

		feedback and assessment					
6	Field trips, tours, field experienc e etc.	Learners participate as individuals or groups in an activity directly related to learning outcomes (concert, museum visit, religious service, political debate, etc.); analysis/reflection provided to instructor and classmates either face-to-face or through electronic media	Each hour of project = 1 hour of class; reflection = 1 hour of class	0	1.0	0	
7	Journals or Blogs	Learner opportunity to apply concepts/reflect on learning; shared with instructor and/or classmates for thoughtful feedback and assessment	1 entry = ½ hour; read & respond to others = ½ hour of class	0	0.5	0	
8	Twitter posting	Learner opportunity to share reflections with instructor and/or classmates for thoughtful feedback and assessment	Posting, reading & responding = ½ hour of class	0	0.5	0	
9	Threaded Discussion	Instructor guided/mediated online discussion that directly related to learning outcomes and has specified timeframes, expectations for participation and thoughtful analysis	1 posting = ½ hour; read & respond to others = ½ hour of class	0	0.5	0	
10	Guided individual project	Instructor mediated activity with specific learning outcomes; individual learners research, analyze, synthesize and prepare a project/presentation to be shared with classmates	3-5 pages = 2 hours of class	0	2.0	0	
					Total Hours	*1*	

Interactive Electronic Television Course
MEMORANDUM OF UNDERSTANDING

Vision

In order to provide high school students in Hughes, Lincoln, Okfuskee, Pottawatomie, and Seminole Counties access to higher education without having to leave their high school campuses, Seminole State College (SSC) plans to offer interactive electronic television (IETV) courses during fall and spring semesters when there is sufficient demand for the courses as indicated by student enrollment. SSC will make every effort to offer a rotation of engaging general education courses required by the majority of college degree programs statewide. Making this possible for students will require commitments on the part of Seminole State College and participating high schools.

Seminole State College agrees to provide the following:

- Student access to an 18-credit hour applied science general education certificate that students can complete prior to high school graduation if they begin before their senior year. The certificate program consists of six three-hour courses required by the majority of two-year and four-year degree program in the state.

- Engaging, knowledgeable, and accessible instructors committed to student success.

- An outreach supervisor who will be the contact person for all things relating to IETV instruction.

- An academic advisor who will assist high school counselors with enrolling high school students.

- Assistance from SSC Information Technology staff.

Participating high schools agree to provide the following:

- In order to provide the best possible learning environment and to facilitate the collaborative work common in SSC courses, it is recommended that each site provide at least two and preferably three students for each IETV course in which students are enrolled.

- Adherence to the academic regulations and academic calendars of Seminole State College and the Oklahoma Regents for Higher Education. SSC will communicate relevant regulations and calendars.

- An IETV course facilitator for each IETV course who manages all on-site aspects of the administration and delivery of IETV courses including test proctoring. A single facilitator for all the courses offered in a given semester is preferred. In some cases, SSC grant programs may provide a small stipend for these services.

- Secure and supervised classroom space available for IETV classes during the regular school day.

- The purchase, installation, and maintenance of the technology necessary to receive IETV broadcasts. In some cases, SSC grant programs may be able to offset some or all of the cost of the purchase and installation of required equipment.

- On-site technical expertise to maintain and troubleshoot technology and connectivity. SSC information technology personnel will be available to assist, but cannot be the sole provider of technical support.

By signing below, the undersigned institutions enter into the understanding they will work together to provide concurrent high school students access to IETV instruction as described above. Either party may be released from this understanding upon request.

_____   _____
xxx, Principal   Dr. Tom Mills
xxx High School   Vice President for Academic Affairs
                                                                          Seminole State College

_____   _____
Date   Date

minimum 3 enrolled

ATTACHMENT C

1. **Proposal:** Make this a required element of all online class syllabi.
2. **Justification:** I am receiving a high volume of calls that indicate people are either not giving students adequate information, are giving them incorrect information, or are not presenting the information to them in an easily accessible location. Standardizing this on all syllabi will improve communication.
3. **Suggested Addition:**

   - **Distance Education Proctoring Lab (DEPC) and Online Exams/Assignments**
     As a means to meet the increased demand that colleges verify the identity of students in online courses to ensure Academic integrity, Seminole State College requires online students complete 40% of the course grade in a proctored environment. The college has built the new Distance Education Proctoring Center to provide a quiet and secure environment for students to complete this 40% requirement. For those students unable to travel to campus, the distance education committee has created off-campus proctoring policies and procedures. These are available in on the Distance Education web site at
     http://www.sscok.edu/distanceeducation/.

   - Each online instructor will establish the specific exams and/or assignments that students must complete in person, either in the DEPC, with a faculty or staff member on SSC's campus, or at an off-site location with an approved proctor. Students should note the days these events are available and arrange to complete them on time. More details are available on the web site.

   - **Scheduling Exams:** Students can find the steps to scheduling their online exams on the Quick Start List at
     http://www.sscok.edu/distanceeducation/reservations_quicklist.htm.

   - Students with questions or problems scheduling exams should first contact their instructor and then contact the Coordinator of Distance Education, Kelli McBride (k.mcbride@sscok.edu).

ATTACHMENT D

Sample DEPC Exam Schedule by Instructor

An asterisk indicates a makeup exam or extended time for makeup

Instructor	Class	Exam Opens	Exam Closes	Password Case sensitive
Bohuslavicky	CD 1103	10/19	10/23	1018
		12/7	12/11	1206
	CD 1123	9/28	10/2	0428
		12/7	12/11	0228
	CD 2423	10/5	10/9	9715
		12/7	12/11	0924
Bowling	FREN 1125	10/8	10/14	1125
		12/4	12/11	1125
Bunyan	ACCT 2123	11/16	11/20	der4
		12/7	12/11	de4f
	ACCT 2033	11/16	11/20	3erf
		12/7	12/11	d3rf
	CAP 1003	11/23	11/27	de1f
		12/7	12/11	d2rf
Chambers	NURS 2443	9/17	9/25	none
		10/29	11/5	none
		12/3	12/10	none
Cheng	BA 2113	9/8	9/11	Test
Christiansen	GOV 1113.09 and 19 (16 wks)	10/19	10/22	1776
		12/8	12/11	1776
	GOV 1113.12 (8-wks)	11/9	11/12	1776
		12/8	12/11	1776
Hall	GEOG 1123	9/18	9/25	6288
		10/23	10/30	6288
		12/2	12/7	6288
Hamm	BA 2133	8/31	9/4	baby
		9/21	9/25	baby
		10/19	10/23	baby
	BA 1123	8/31	9/4	baby
		9/21	9/25	baby
		10/19	10/23	baby
	BA 1003	8/31	9/4	baby
		10/5	10/9	baby
		11/9	11/13	none

ATTACHMENT E

ProctorU New Pricing (through OACC)

Note: Students requiring extended time for ADA reasons will not be charged for the extra time.

Examinee Pay, Premier Pricing

Charge the examinee

Any charges applicable to the examinee must be paid with a credit or debit card. The examinee will be required to enter payment information into a secure page connected to a third-party card processor. The page is encrypted and secure, and ProctorU does not see or store the credit card data. Examinees will have to re-enter payment information each time new charges are incurred.

Exam Length	Flex Scheduling	Take it Soon	Take it Now
30 Minutes or Less	$ 8.75	$ 13.75	$ 17.50
31 - 60 Minutes	$ 15.00	$ 20.00	$ 23.75
61 - 120 Minutes	$ 19.75	$ 24.75	$ 28.50
121 - 180 Minutes	$ 25.00	$ 30.00	$ 33.25
181 Minutes or More	$ 30.00	$ 35.00	$ 38.75

Optional Fees:

Flex Scheduling allows an examinee to make an appointment at least 72 hours before the desired start time. However, for an additional cost, an examinee may choose Take it Now and Take it Soon options (+$8.75 and +$5.00 respectively). Take it Soon allows a test to be scheduled within 72 hours of the chosen start time; Take it Now allows a test to be taken on-demand with no appointment needed. These options are for the convenience of the examinee and are not required.

Old Pricing

Examinee Pay – Partner Pricing

Charge the examinee

Institution is not responsible for making any payments to ProctorU. Payment of all proctoring fees will be the obligation of the individual examinee. Any charges applicable to the examinee must be paid with a credit or debit card. The examinee will be required to enter payment information into a secure page connected to a third-party card processor. The page is encrypted and ProctorU does not see or store the credit card data. Examinees will have to re-enter payment information each time new charges are incurred.

| Exam Length	Flex Scheduling	Take it Soon	Take it Now
30 Minutes or Less	$ 8.75	$ 13.75	$ 17.50
31 - 60 Minutes	$ 17.50	$ 22.50	$ 26.25
61 – 120 Minutes	$ 25.00	$ 30.00	$ 33.75
121 - 180 Minutes	$ 33.75	$ 38.75	$ 42.50
181 Minutes or More	$ 42.50	$ 47.50	$ 51.25

Optional Fees:

Flex Scheduling allows an examinee to make an appointment at least 72 hours before the desired start time. However, at an additional cost, an examinee may choose Take it Soon or Take it Now options (+$5.00 and +$8.75 respectively). Take it Soon allows a test to be scheduled within 72 hours of the chosen start time; Take it Now allows a test to be taken on-demand with no appointment needed. These options are for the convenience of the examinee and are not required.

ATTACHMENT F

Directions to register for the workshops:
1. Login to My QM (https://www.qmprogram.org/myqm/)
2. Click on the Higher Education tab
3. Click on Workshop-Register
4. Click the Dedicated Training Link
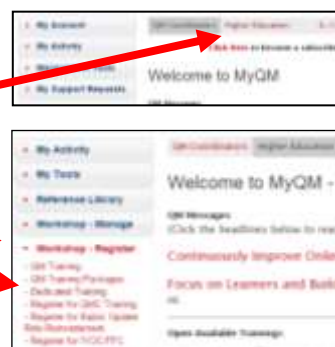
These dedicated trainings are a fantastic deal. The charge is QM's Technology Fee of $25 per person, rather than the normal $150 (IYOC) and $200 (APPQMR) charge.

Session Title	Start Date	End Date	Open Seats
Independent Improving Your Online Course (IYOC) : (Statewide Systems)	2015-10-01	2015-10-15	1
Independent Applying the QM Rubric (APPQMR): (Statewide Systems)	2015-11-03	2015-11-17	15
Independent Improving Your Online Course (IYOC) : (Statewide Systems)	2016-01-07	2016-01-21	7
Independent Applying the QM Rubric (APPQMR): (Statewide Systems)	2016-02-02	2016-02-16	14
Independent Improving Your Online Course (IYOC) : (Statewide Systems)	2016-02-11	2016-02-25	14
Independent Improving Your Online Course (IYOC) : (Statewide Systems)	2016-03-24	2016-04-07	15
Independent Applying the QM Rubric (APPQMR): (Statewide Systems)	2016-04-05	2016-04-19	17
Independent Improving Your Online Course (IYOC) : (Statewide Systems)	2016-04-14	2016-04-28	15
Independent Improving Your Online Course (IYOC) : (Statewide Systems)	2016-05-19	2016-06-02	13
Independent Applying the QM Rubric (APPQMR): (Statewide Systems)	2016-06-14	2016-06-28	15
Independent Improving Your Online Course (IYOC) : (Statewide Systems)	2016-06-16	2016-06-30	15