

Seminole State College Distance Education Committee (DEC)

MINUTES

1:30 PM –18 FEBRUARY 2016

TANNER 304

CALL TO ORDER

Members Present: Kelli McBride (DE Coordinator), Mindy Choate, Teresa Norman, Marta Osby, Jeff Cheng, and Robin Crawford.

Minutes approved: 19 Nov. 2015 (no meeting in January 2016)

1. Completed: McBride modified the Seat Time Calculator for hybrid/blended classes to include a video category.
2. Completed: McBride updated the online student orientation modules to include taking proctored exams. This module is available in Cruiser and Brightspace.
3. Ongoing: To determine if we need to establish online course prerequisites, Mindy Choate has volunteered to gather statistics on concurrent student performance in online courses over the past 2-3 years. The committee decided to track non-degree seeking students, but we must get approval from Dr. Mills to access student grades.
4. Ongoing: Next month, the committee will come with recommendations on updating the DE Plans and Procedures and create new plan of action
5. The committee recommended reducing proctoring percentage from 40% to 30% as a response to decreased funding for staffing the DEPC.
6. McBride informed members of changes in DEPC forms: Both the faculty exam request form and the proctoring sign up have been transferred to SignUp Genius.
7. Faculty Development Day (April 15) will provide Brightspace training for faculty. Kendall Rogers will lead the training with help from Kelli McBride and Christal Stevenson.
8. McBride informed the committee that only 3 classes will be submitted for QM peer review this fiscal year because of budget issues. Those classes will be in Business, HPER, and Psychology.
9. McBride informed the committee of an online no-show procedure vs. face-to-face no-show inconsistency issue. She met with Faculty Senate President, Christal Stevenson; Academic Issues committee chair, Jeff Cheng; and Corey Quiett, Jamie Mills, and Melanie Rinehart. Changes to the policy involved specifying that the no-show graded assignment required for online attendance would happen by the last day of enrollment (usually the 10th business day of the semester).