

Seminole State College Distance Education Committee (DEC)

MINUTES

2:00 PM –19 NOVEMBER 2015
VPAA CONFERENCE ROOM

CALL TO ORDER

Members Kelli McBride (DE Coordinator), Mindy Choate, Teresa Norman, Michael Schnell, Marta Osby, and Jeff Cheng. *Guests: Marc Hunter and Kendall Rogers*

Minutes approved: 24 Sept. 2015 Meeting

1. Bill Knowles will pilot a blended Criminal Justice class in spring 2016.
2. The DEC recommends adding a video category to the Seat Time Calculator being adopted from St. Gregory's.
3. Robin Crawford is the new DE Outreach Supervisor
4. Mindy Choate is working on a definition of duties for the ITV course facilitator
5. The committee approved the proposed change to all online course syllabi. The new blurb is on the DEC Faculty web page.
6. Online Student orientation modules: Kelli McBride will create a module for proctored exams to add to the current Cruiser unit. She will also set up a Brightspace orientation using D2L and OU resources. She will email Teresa the information on what to export into the Brightspace pilot courses.
7. Marc Hunter updated the committee on the D2L implementation. The primary site is set up, and Brightspace is the name of the LMS. Students will use a new email (@students.sscok.edu) and access it through Microsoft Outlook 365. Some teachers have volunteered to pilot online courses in Brightspace. Students logging in to Cruiser will see a welcome message in these select classes that instructs them to go to Brightspace instead.
8. Kendall Rogers from the Student Success Council requested the DEC look into online course prerequisites to help increase student success in these classes, especially concurrent and first time students. The DEC will look at the statistics of concurrent students and online courses to base their recommendations on. It will also consider using a survey to identify online concurrent students.
9. The DEPC News: BLIB 125 has new signage to make it easier to spot. DEPC web site info clarifies that students are not to schedule the same exam on multiple days. Kelli will clarify to proctors that they are not to share password information with students.
10. Faculty Senate: The Academic Issues committee presented a motion concerning No-Show procedures for online classes that it plans to propose to FS. Jeff Cheng, the chair of AI, asked for the DEC's input and recommendation. The committee sent this endorsement to the AI committee: "The DEC supports the effort to establish an online class no-show policy that requires more than just student log-in to verify attendance."
11. The DEC will next meet 21 January 2016.