

Seminole State College Distance Education Committee (DEC)

AGENDA

1:00 PM – 15 SEPTEMBER 2016

TANNER 101

CALL TO ORDER

Members Present: Kelli McBride (DE Coordinator), Mindy Choate, Robin Crawford, and Michael Schnell (other members had schedule conflicts)

Minutes: 21 April 2016 – online meeting to approve update of Protocols and Procedures manual for the year. Members voted to approve changes. The faculty request to lower proctoring percentage from 40% to 30% was not approved by Admin Council.

OLD BUSINESS

1. Update DE Plans and Procedures/plan of action: Kelli reminded members that the committee must update this document every year. The items on this agenda would reflect in the PP.

NEW BUSINESS

- 1) Brightspace training/orientation modules for students:
 - a) Kelli requested members look at the current modules and suggest areas to revise/simplify.
 - b) She also announced she would be adding email instructions for Office 365 email.
 - i) She is also waiting to hear from IT about orientation being set up as a separate class so students just take the modules once.
- 2) Brightspace orientation modules for faculty: Kelli asked members to brainstorm ideas for replacing the Cruiser Faculty Training with Brightspace modules. The group decided on the following schedule and content:
 - a) Brightspace Beginner: complete by the end of Fall. It would include: attendance, gradebook, email, syllabus, announcements, communications (Remind.com, notifications), submit/upload files, and adding basic info to Content page (e.g., to cover weather and absences). This level is for all faculty (not just online).
 - b) Brightspace Intermediate: No deadline yet. Module would cover advanced Content page use, Assignments, Assessments, Discussion Board, Intelligent Agents, Communication (IM, chat, blogs, groups). All faculty would be required to take before they teach an online class.
 - c) Brightspace Advanced: no deadline. Modules would include Instructional Design/Quality Matters rubric, Universal Design, writing Learning objectives and activities, using formative/summative assessments, Proctor U and DEPC. All faculty would be required to complete no later than end of first year teaching online classes.

- 3) DEPC: Members discussed faculty issues concerning the DEPC. Part of this discussion was on the feasibility of shutting it down. Arguments for included:
 - a) Currently, it isn't open enough to handle student load
 - b) It presents an added burden to already overworked full-time faculty
 - c) Students would use Proctor U or arrange proctoring themselves (keep night proctor hours?).
This would provide paid and free options for proctoring. Some financial aid can also be used to pay for proctoring fees.
- 4) Revise DE web site: Kelli asked members to visit the site and suggest changes or revisions to information.

ADJOURN

Next meeting: 27 October 2016 (3rd Thursday is Fall Break)