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Missouri State University

Distance Education Committee Meeting Minutes

February 14, 2019

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Review and approval of Meeting Minutes from November 29, 2018, with minor edit-Stacy Rice not in attendance

Introduction and welcome of Kevin Piercy, Assistant Director of Computer Services.
   As Jeff Morrissey is retiring, Kevin replaces him as a standing member of the committee.

Testing Center Policy update – Lacey

The Testing Center has updated their exam start policy to allow students to begin an exam if the full window of time allotted for the exam cannot be given. Previously, students were not allowed to begin an exam if the time allotted for the exam would exceed their open hours. For instance, if an exam was allotted two hours, and the center closed at 5pm, students would not be able to begin exams after 3pm. Students may now choose to waive the full time allotted for their exam, and this will be documented by the Testing Center staff with a waiver form signed by the student. This proposal was supported by DEC.

Sub-committee update/discussion: Redevelopment/Quality Initiatives - Lacey

Additional ideas were discussed regarding training and assessment of existing online courses. This discussion will be continued.

Update/report: Master Course Template – Stacy

A new Master Course Template was presented by Stacy Rice. This Blackboard template provides in-line guidance for faculty who may be new to building online course content. As faculty will now be able to request Blackboard Master Course shells through the Class Dashboard in my.missouristate.edu, we have greater flexibility to offer a guided Master Course Template. It was suggested that the new template become the default, and faculty may choose a blank template through the Class Dashboard as well. Gary Iman called for a vote, and Jessica Bennett seconded. The motion was unanimously approved.

As part of this discussion, the default course setup in Blackboard was also discussed. Currently, the setup is burdensome for faculty who are copying from a Master Course Template, as it requires deleting several duplicate content areas. Stacy Rice suggested that faculty be given the option to create a shell with only the "Announcements" section to reduce cleanup for faculty who make copies from a Master Course. This issue will be addressed via IT Council and the LMS Advisory Committee.

Dismissal

Attendees: Jessica Bennett, Ching-Wen Chang, Lacey Geiger, Gary Iman, Krista Lair, Helena Metzker, Jeff Morrissey, Joye Norris, Kevin Piercy, Stacy Rice, Caryn Saxon, Christi Sudbrock, David White