Missouri State University **Distance Education Committee Meeting**

February 8, 2021 Meeting Minutes

Meeting minutes from November 9, 2020, were approved.

Noted: No changes are planned concerning the Respondus Lockdown proctoring license. In addition to Respondus, faculty can use any tool they choose to satisfy their proctoring requirements provided there is no additional cost to the student.

Alternate Teaching Platforms sub-committee: A list of alternative delivery methods was recommended for instructors to determine the best tool for their needs. This can be hosted on FCTL's Teaching with Alternate Methods page.

Determining the best tool when choosing a manner for course delivery:
1. I want to record asynchronous video presentations for an online course.
    - **Mediasite Mosaic**
2. I want to meet with my students in real time.
    - **Zoom; Collaborate (built into Blackboard)**
3. I want to record a video of my computer screen while I narrate.
    - **Mediasite Mosaic; Microsoft Stream (15 mins or less)**
4. I want to record a video of myself speaking.
    - **Camera app (Windows); QuickTime (Mac)**
5. I have pre-recorded videos that I would like to host and link to on my course page.
    - **Microsoft Stream; YouTube**
6. I need to upload a video for automatic closed captioning that I can edit.
    - **Microsoft Stream**

Survey of Online Students sub-committee update: Survey will launch for SP21.

Online Course Evaluation sub-committee: The final targeted block of questions is ready to include with FA21 EvaluationKIT surveys. Faculty requested they receive advance notice before the survey is sent out (minimum of one week).

Synchronous Online Considerations sub-committee: A better explanation of all modalities is needed (work happening at other levels presently). Recommends communicating to students the description of distance courses with a synchronous component by labeling courses as 100% Web Conference in Banner (can take place in Zoom, Teams, Collaborate, etc.).

It is very important to communicate to departments utilizing synchronous courses in their distance programs that these courses have a scheduled day/time. This makes the course information available on student's schedule. This structure is more effective than arranged (especially for undergrads).
Class schedule search> advanced> select all> instruction method web conference class> location code Zoom, when building course.

No further general discussion was requested and the meeting was dismissed.

In Attendance:
Cindi Aurentz	Helena Metzker
Jessica Bennett	Joye Norris
Nichole Busdieker-Jesse	Caryn Saxon
Ching-Wen Chang	John Turner
Lacey Geiger	Eric Taylor
Stephanie Hein	
Richard Johnson	