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DISTANCE EDUCATION COMMITTEE
Minutes of the January 20, 2011 Meeting

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Attendees: Betty Evans, Neal Callahan, Art Spisak, Jeff Morrissey, Bill Piston, Gary Rader
Absent: John Bourhis, Deanne Camp, Rachelle Darabi, Chantal Levesque-Bristol, Steve Robinette, Pam Trewatha, Rose Utley, David White   **Guests:** Nancy Gordon

1)   Survey Incentives vs. requirements
Rose wanted to discuss ways to encourage students to fill out the surveys. Online surveys currently do not have authentication, nor response back to the student. Ease of filling them out would be helpful. Vendor suggestion is that if students feel they are "heard", perhaps would place more worth on survey. We need to respond to their comments, etc. Motion to table until Rose returns.

2)   Recertification of online faculty
Mention of waiting until current Certification Model in place and participants have completed the first round. Still debating on 3-yr or 5-yr recertification. Issue was tabled until after certification program was in effect.

ALC Update: the topic is on the ALC agenda for next Wednesday 1/26, but request for Rachelle to present at the Next Provost Staff Meeting prior to the ALC meeting. There were many questions without absolute answers, which prompted request for Rachelle. Question if Chantal Levesque-Bristol was to also present/attend and this decision is to be determined by Rachelle. Motion to table until after ALC and bring back when actionable.

3)   Title III Grant Update
Jeff reported that the work on the development of the 2011 Title III Grant proposal is going well. Jeff, Art, Chantal, and John Catau are working on the various components of the grant proposal. The three main components of the proposal are:
- Enhancement and expansion of online and blended course offerings
- Improving the quality of technology classroom services and support
- Increasing the capacity of the University's networking infrastructure to support the above

In support of the second bullet, the Instructional Technology Advisory Committee (ITAC) has met three times with David Caravella as Chair. Good progress being made on investigating the process currently used to develop and support the 317 technology classrooms on campus. Specifically ITAC members have:
- Inventoried existing resources to include human, capital, and classrooms.
- Confirmed the accuracy of classroom data contained in the Resource Management System (R25).
- Continuing in the review and revising as appropriate the associated policies and campus standards.
- Beginning the review of how the annual process of soliciting proposals, review the proposals, and granting of awards to various colleges that request new technology classrooms occur.

Jeff, Art, and Chantal have targeted February 23rd for the date the Title III grant writer, Mike Gaudette will be on campus. Art is working with Jeff to find a time for the DEC members to meet with Mike and discuss the grant proposal. Other important players in the grant proposal development process Mike will be meeting with are – IT Council, ITAC, Networking Advisory Committee, and FCTL (Instructional Designers). Specific items DEC members should be thinking about in preparation to meet with Mike are:
- Overall vision of what the future (next five years) holds for online and blended course offerings
- What are the major issues we face currently and our specific outcomes desired by 2016
- The required capital and human resources needed to achieve the expected outcomes
- How to measure the success of grant initiatives through performance measures

New Business: Instructor Drops – Regain loss of students/seats from non-attenders.
Kent Ragan – COBA, inquired about Instructor drop policy for "online". Is it the same as for TRAD? Consensus is to mirror the traditional policy modified/worded for online. Drury example: Student must post "introduction" or other posting before the 100% drop deadline. If a student is dropped and pleads logically to be reinstated, then

they are. Consideration: Suggest this concept posted in the Announcements on BB. Consensus: Deadline to be the 1st Monday following the 1st day of class, which includes weekend time to respond. Art volunteered to check with Registrar on policy and if exists for online. Communicate through department meetings. Discussion: faculty sending mid-week reminder via email to students. Let faculty know they have the right and what are the ground rules. Make recommendation to Provost (gain approval) to incorporate online language into the current policy. TARGET: 100% drop time frame to avoid student conflict. Are exception rules needed? Art will gather info and draft a recommendation for the next DEC meeting February 3rd. Meeting date moved to Thursdays.

Minutes submitted by:

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