DISTANCE EDUCATION COMMITTEE MEETING

September 14, 2016 · Carrington 203

Present: Jan Atwell, Jessica Bennett, Patti Blanton, Ching-Wen Chang, Lacey Geiger, Gary Iman, Jeff Morrissey, Joye Norris, Gary Rader, Caryn Saxon, Christine Sudbrock, and Krista Webb

Minutes

Review of minutes from 4/14/2016
- It was noted that the proposed subcommittee for the Summer was unable to meet as planned.
- Lacey Geiger clarified the status of video documentation that her office has created. It was noted that although some points she's covering might also be covered in other, lengthier training videos, her videos are extremely short, focus on just one topic, and will be available to all on YouTube.
- *Approved and seconded.*

Distance Education Overview and Recent Actions (*Handout Attached)*

The committee reviewed a handout created by Patti Blanton, covering an overview of the DEC's history and recent actions. Ms. Blanton highlighted several of the numbered bullets, including:

- The DEC is charged with defining the meaning of distance education – and it may include blended, iCourses, ITV and so on, in addition to Online.
- "Find appropriate tools and processes for collecting student survey responses…" Which, it was pointed out, the DEC has worked on studiously these past few years, implementing new systems via Lacey Geiger in the Outreach department to increase the survey response rate from less than 20% to over 70%.
- "Discuss and Monitor Options for Test Security…" Dr. Gary Rader was pleased to announce that proctored testing is now covered nights and weekends via Sue McCrory's Testing Center in the library. Instructors are called upon to still make regular arrangements for their tests with Nasser Darabi in the Proctoring Center, and that overflow times will be covered by the Testing Center.
- The Online Readiness Survey: We ended up with two versions – the "Online Readiness Self-Check", and a version that is built into the Online Orientation. Results have been low, due to the fact that there is currently no mechanism for forcing students to take it. It was suggested that a paper version of the test could be given to students in GEP classes.

Pilot of ZOOM Technology

- At the direction of President Smart, in collaboration with OTC, the university has been searching for a program that will supplement ITV. The problem with ITV is that the equipment is expensive to keep and maintain, and that eventually the extremely expensive infrastructure will need to be replaced. Jeff Morrissey, Calvin Avery and Mark Harsen have pursued the question with MoreNet, the creators of the "Zoom" program.

- Zoom is a cloud-based video conferencing program that allows users to remote-in to a live class.
- A license will cover a room, and allow 50 students (at a time) to remote-in to that room for a particular class. It was clarified that multiple classes per day (*each* with up to 50 students) can be taught out of a room.
- Lacey Geiger will be preparing a student survey regarding Zoom.
- It should be noted that Krista Webb, who attended this meeting remotely from West Plains, was using Zoom.

Potential Agenda for 2016-2017

There are multiple items that the DEC will need to review, including:

- Student Authenticity Verification
- Course Delivery
- Oversight of Online Delivery including ADA compliance

These three topics were discussed, and it was decided to form into sub-committees that would discuss each topic in depth, and meet between the normal monthly DEC meeting.

1. **Student Authenticity Verification**: Lacey Geiger (Lead), Caryn Saxon, Jessica Bennett and Krista Webb.
2. **Course Delivery**: Gary Rader (Lead), Patti Blanton and Gary Iman.
3. **ADA Compliance**: Stacy Rice (Lead), Jan Atwell, Stephanie Hein.

The group leads will be meeting with Dr. Norris and Patti Blanton to discuss direction in the near future.

Review of Meeting Times

- There have been issues with finding a new time for the DEC Meeting, due to lack of member availability.
- Currently, we are going to stick with the "Second Wednesday of the Month", although the location (and or date) might occasionally change to fit circumstance.
- A new Outlook invitation will soon be generated for October's meeting.

Minutes respectfully submitted by:

Jamie Hall, M.S.
Executive Assistant III
Missouri State Outreach

What Is DEC and What Has It Accomplished?

From the MSU website:

> *The Distance Education Committee is charged with reviewing, creating, and recommending direction and policy for the Provost's consideration for all alternative forms of teaching to include such things as: ITV, online, blended and iCourses. The committee will assist the Provost in coordinating and communicating these policies to the university community.*

Interesting history (1997 – 2010):

1. http://www.missouristate.edu/provost/DistanceEducation/history.htm
2. http://www.missouristate.edu/provost/DistanceEducation/about.htm

Committee Membership:

The committee shall include faculty representation from each of the colleges and a faculty member from the West Plains Campus. Faculty members will be appointed from nominees identified by the College Deans. There will be Co-Chairs for this committee with one being from the administration side and one from the faculty side.

Other members of the committee will include: representatives from Missouri State Online; the Faculty Center for Teaching and Learning; Computer Services; Academic Outreach; and Office of the Provost. These members will be appointed by the Provost.

Faculty Rep.	College	Status 2015–16	Term Ends
Jan Atwell	CHHS	1st term	2018
Patti Blanton	CNAS	2nd term	2017
Ching-Wen Chang	COE	1st term	2018
Jessica Bennett	Library	1st term	2019
Stephanie Hein	CNAS	1st term	2019
Gary Iman	COAL	2nd term	2019
Michelle Hulett	COB	1st term	2019
Caryn Saxon	CHPA	1st term	2019
Christine Sudbrock	AGR	1st term	2017

Standing Members:

Lacey Geiger – Outreach

Jeff Morrissey – Information Services

Joye Norris – Outreach, Co-Chair

Gary Rader – MSU Online

Stacey Rice – FCTL

Krista Webb – MSU West Plains

Accomplishments/Pertinent Actions of DEC:

1. Communication with campus community on issues of distance education. Measures include the creation and evolution of the DEC website and the collaboration of all campus entities who are invested in Distance Education. That collaboration has occurred by having Computer Services, the FCTL, the library, administration who deal with distance education, and faculty all included in this committee.
2. Support faculty who develop and teach online and other distance formats through the teaching stipend and development stipend. Regularly discuss the need for any adjustment to payments, such as redevelopment money.
3. Define and clarify what distance education means:

   From the minutes of May 5, 2010:

   Missouri State Online's Definition of "Online": A course that meets entirely online utilizing no traditional classroom time. Proctored exams may be required.

   A class may also include some synchronous activity and still be considered online.

   Missouri State Online's Definition of "Blended" Learning: Integrating online and traditional face-to-face class activities in a planned, pedagogically valuable manner.

   A portion of the face-to-face time is reduced by online activities and specified in the course description, e.g. from three days to two or two days to one

   Pertaining to blended courses, the committee decided that the portion of face to face time replaced by online activity should be 30 – 70%. The table on page 2 of the handout will be included on the DEC website along with the final definition of blended.

4. Encourage top quality in distance courses by recommending training options to help faculty improve knowledge of pedagogy and technology options. This has been done by encouraging training events through FCTL and Computer Services and more recently by the Certified Distance Educator Award.
5. Encouraged top quality in distance courses by starting the MOCRA (Master Online Course Recognition Award).
6. Encouraged top quality in distance courses by developing a peer review process and/or a list of guidelines to follow in developing and reviewing courses. Courses that were older than 3-5 years should be reviewed by department heads and redevelopment options were discussed.
7. Find appropriate tools and processes for collecting student survey responses from those enrolled in distance courses.
8. Discuss and monitor options for test security and the current state of our own proctoring center. Discuss the benefits of joining NCTA.

9. Provided input into the search for the Associate Provost for Access and Outreach.
10. Supported the development of the Digital Professor Academy.
11. Supported grant requests related to online education, like the Title III grant in 2010-11.
12. Respond to requests from distance educators for clarification of policies as they are applied in online courses.
13. Discussed move to consider outsourcing marketing of online courses.
14. Monitor the standing of the online programs of MSU in states across the nation.
15. Monitor technical support provided to faculty and to students.
16. Review and discuss options for software or technology platforms for class management, video conferencing, and lecture capture.
17. Survey faculty on issues related to distance education or conduct listening sessions where faculty and administrators working with online courses can communicate current statuses, concerns, and achievements.
18. Successfully challenged the resolution of the Faculty Senate that a change in modality constituted a substantive change in the course that would require departments to pass through the approval process if a course was to be offered as an online course.
19. Reviewed and updated end of course survey of online courses.
20. Helped improve student success in online courses by developing a readiness survey for online students to explore their level of skills and abilities to handle the online format.
21. Reviewed distance education as a part of the HLC accreditation process and provided responses to the criteria for accreditation relative to distance delivery.
22. Monitor the actions taken by departments or colleges for distance course.
23. Developed Master Distance Educator Certificate to encourage continued professional development and innovation.
24. Faculty including members of DEC participated in a presentation of online delivery to the Board of Governors in May 2016.