

DISTANCE EDUCATION COMMITTEE
Minutes of the October 20, 2010 Meeting

Meeting was called to order at 10:35 a.m.

Attendees: Neal Callahan, Art Spisak, Deanne Camp, Rose Utley, Betty Evans, David White, Jeff Morrissey, Steve Robinette (left early), Chantal Levesque-Bristol (late), Gary Rader

Absent: Rachelle Darabi, Bill Piston, Pam Trewatha, John Bourhis

Guests: Nancy Gordon

Discuss revised letter of agreement (handout)

Modifications were made to the draft letter of agreement for online course development. There was discussion regarding how to ensure that courses are fully designed and complete ahead of time so that students aren't forced to drop courses they were registered for. It was suggested that if the course isn't fully developed ahead of time, then instructors would be paid less than the \$2,400 stipend. There were questions raised regarding intellectual property and online course development. Frank Einhellig will be contacted regarding this topic. His recommendations along with revised wording concerning the importance of timely course development will be discussed at the next meeting.

Administrative postings to online courses

It was agreed that course homepages in Blackboard will be reserved for instructors' postings for their classes. Any other postings to course homepages require the approval of the provost's office. General announcements will continue to be posted on the My Missouri State portal.

Online Course Review

The online course review document was presented at the ALC meeting and the document will officially be adopted. It was suggested that the department heads be included in the review process for development of new online courses. Additionally, they recommended that the evaluation process for existing online courses remain at the department level. It was also suggested that the FCTL peer review group act as an advisory group. It was recommended that department heads be invited to utilize these groups as necessary. There was discussion about including a required field in the online course review document which references the "Acceptable Use Policy" regarding technology use. Jeff will discuss this with Gary further.

Discuss list of FAQ's for the DEC website

Suggestions were that the FAQ's be geared towards faculty including comprehensive links.

Future Business

Discuss revisions to the letter of agreement, online course review developments, FAQ's for website.

Meeting adjourned at 11:45

Respectfully submitted by,

Jaime Ross
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Office of the Provost