

DISTANCE EDUCATION COMMITTEE
Minutes of the November 3, 2010 Meeting

Attendees: Chantal Levesque-Bristol, Gary Rader, Bill Piston, Pam Trewatha, Betty Evans, Rose Utley, Art Spisak, Neal Callahan, Deanne Camp, Jeff Morrissey, Steve Robinette, Sue Ingram (via ITV)

Absent: Rachelle Darabi, John Bourhis

Guests: Nancy Gordon

Formal Recommendation of Best Practices for online course review (handout)

Funding will be from the Provost's office and not Instructional Design and content for the entire semester must be posted before evaluation and funding are possible. The evaluation tool will be used by department heads to evaluate existing courses. Jeff will add the acceptable use policy and copyright and bandwidth information.

Redevelopment Proposal

Department heads will look at courses after 3-5 years old. Faculty must provide a rationale for the redevelopment stipend. Gary and Rose will work together to refine the proposal.

Final Approval for Letter of Agreement

Changes were suggested such as taking out the "delay" part of making payment and section "d" was added under the course ownership section. The letter of agreement agrees with the new document (MSU Creation of Intellectual Property Policy) on copyrights of the course. Gary will revise the document and present it again at the next DEC meeting.

Future Business

Discuss verification of enrollment in DE classes, blended and online tuition, links for the DEC website, and use of online evaluations in personnel decisions.

Minutes taken by: Deanne Camp, Professor

Respectfully submitted by,

Jaime Ross
Administrative Assistant II
Office of the Provost