

Missouri State University **Distance Education Committee Meeting Minutes**

November 8, 2018

Meeting Minutes from October 16, 2018, were approved.

There was a discussion about the current DEC meeting schedule. December 13 was ruled out, as finals week would be very busy for faculty. January 10 (2019) falls the week of the FCTL Bootcamp. DEC is working with several large projects and sub-committees, and committee members did not want to cancel meetings for two months running. A decision was made to schedule the December meeting for November 29, 2018, and move the January meeting date to January 31, 2019. A motion was made and seconded, with all members present sustaining the DEC meeting date changes. Dee Armstrong will notify all members of the changes to the meeting dates through Outlook calendar.

The Distance Education Handbook, updated November 2018, was adopted by consensus and is ready to post online. The link to the PDF document will be added to the document and posted online in the Missouri State Outreach web site at <https://outreach.missouristate.edu/online/DLHandbook.htm>.

Stacy Rice reported that the initial Blackboard Ally group training was completed. She will continue to work one-on-one with faculty as needed. The faculty who completed the Blackboard Ally training are assigned as Ally Ambassadors for their respective colleges. The West Plains campus reported they have a good communication plan in place for their faculty as Blackboard Ally is fully implemented in the SP19 semester.

Lacey Geiger presented the recommended student survey response headers. She reported the existing surveys within the university mostly use the response labels of Strongly Agree, Agree, Neutral, Disagree, and Strongly Disagree, with Not Applicable or No Comment split evenly across the reviewed survey forms. The committee discussion included a question about scoring the answers and relating the numerical score for Not Applicable to the rest of the scale when calculating response percentages. The “0” number assigned to Not Applicable will not be seen in the survey form, and the Not Applicable response is not included when calculating percentages. The survey scoring scale remains consistent, and responses are comparable to previous surveys.

- DEC unanimously voted to use the column header label of “Not Applicable” for the online student survey form.
- DEC unanimously voted to adopt the survey header labels as presented by Lacey.

The DEC charge to monitor and improve the quality of Distance Education prompted discussion on ways to update and upgrade existing online courses. The current Online Course Development Stipend is restricted to only new online courses not previously available online, which contribute to an online program/certificate or increase access for students requiring a non-traditional format (including general education). As the DEC looks at promoting on-going quality in online courses with a focus on student/faculty engagement and technology updates, the proposed stipend for the redevelopment of existing online courses offers compensation for the time and effort required to improve the curriculum to current instructional and accessibility standards.

The committee discussed the preliminary stipend proposal outline offered by Lacey Geiger. Some of the parameters that may qualify an existing online course for redevelopment may include:

- Major changes in course objectives to adapt to industry standards
- Changes to federal or state standards that require curriculum adaptation
- Extensive addition of technology elements (such as extended course video)
- Significant updates to a course that has not been taught in some time
- Substantial enhancement to student and faculty engagement and interactivity
- Instructors who have never taught a course online previously

The committee agreed that a logical process for re-evaluating existing online courses would not require signatures from a dean or department head, as the courses are already approved for online instruction. The redevelopment process would begin with an instructor submitting a request to the FCTL for a course review by an instructional designer. Using the Online Learning Consortium Quality Scorecard (OLC-QS) rubric, the ID would establish the amount of design work which may be required to meet current quality standards. The OLC-QS rubric scoring tool provides current standards for evaluating course content and delivery, and provides consistent guidelines to classify redesign changes as minor, moderate or major.

Following the established sequence to apply for new course development stipends, a copy of the scoring rubric could be submitted attached to a redevelopment stipend application form to the Outreach associate provost and MS Online. After reviewing the materials, the stipend would be approved or rejected, and information sent out similar to the process in place for new online course development. Faculty would be encouraged to participate in a Bootcamp offered by FCTL, and complete redevelopment work as needed with an instructional designer.

A final review of the completed redeveloped course, again using the OLC-QS scorecard, would conclude the redevelopment activity. A certificate of quality review could be established as documentation for completing the redevelopment process, with a copy of the certificate submitted to MS Online to validate stipend eligibility.

The dollar amount of the online course redevelopment stipend was not determined at this time. A suggestion for setting a tiered structure for stipend compensation in relation to the amount of re-design work remains an open discussion. Lacey and Dee were asked to revise the preliminary proposal outline to include the committee recommendations, with Joye providing review and guidance. Further discussion was tabled for the next meeting.

Jeff M. suggested an idea for creating gift certificates or coupons for paid tuition hours for online courses to offer as Christmas or graduation gifts. This is something to consider as the committee continues working to provide the Provost with avenues for marketing Missouri State distance education.

Dismissal

Attendees: Jessica Bennett, Ching-Wen Chang, Lacey Geiger, Richard Johnson, Krista Lair, Jeff Morrissey, Joye Norris, Stacy Rice, David White