Minutes of the February 6, 2014 Meeting

Attendees: Patti Blanton, Lora Hobbs, Gary Iman, Julie Masterson, Arden Miller, Jeff Morrissey, Gary Rader, Patti Salinas, Chulapol Thanomsing

1) **Review of minutes from November 7, 2013**
   Gary Rader asked for the minutes to be approved. Jeff Morrissey asked for the last two sentences to be stricken from the prior minutes because he felt they were inaccurate. This change was made and the minutes were approved.

2) **"End of Course" Evaluations**
   There was a brief discussion of the "End of Course" evaluation system that had recently been piloted. Dr. Rader mentioned that Kelly Cara of the Office of Assessment had suggested that we move ahead with these questions and use them officially at the end of the Spring classes. The issues of interpretation and low-response-rate were discussed, but in the end it was agreed to send the list of questions out to all the online teachers so that they would be aware of what and how they will be evaluated.

3) **Online Student Readiness Survey Discussion (see handout)- Gary Rader**
   Dr. Rader presented an open-source student readiness survey that is currently being used by Northwest Arkansas Community College and asked, if we were to use a similar survey, how we would make use of the results. The possibility of making it a prerequisite for online classes was discussed; of *having* to have certain proficiencies before you are allowed to enroll in online classes. Dr. Arden Miller suggested making it simply a personal evaluation for the student so that they can check on their personal readiness, and felt that "taking action" based on the results would be premature at this point. Patti Salinas asks DEC members to send her input on what they would personally like to see on this sort of a survey. There was also a suggestion that the results of the survey might direct the student towards instructive online videos in the areas that they scored poorly. Dr. Rader would like to see if such videos already exist. There was also a brief discussion of how and when this survey would be administered. Mr. Thanomsing said that there was a way to flag first-time online students in Banner, and suggested that an online orientation could be triggered the first time a student enrolls in an online class. Dr. Rader said that he would send out links to the committee.

4) **Test Proctoring Center**
   Approximately 17 faculty teaching online courses use the test proctoring center to administer all their tests. Most faculty proctor their own or use Respondus Lockdown Browser. According to the Provost, the purpose of the test proctoring center is to provide flexibility to online students who are unable to attend a scheduled testing session. Dr. Miller said that there is a move towards extending the testing center hours, but explained that what we are discussing is more of an issue of what, exactly, is the teacher's responsibility vs. the responsibility of the proctoring center. Dr. Einhellig has said that he will fund a GA to extend the proctoring center hours for the benefit of nontraditional students. The ending position of the committee is that, however the proctoring center is to be used, the priority should be that the rules of use are clearly spelled out for the faculty. Lora Hobbs suggested that the rules could be put in policy statements and on the MSU online pages.

Minutes respectfully submitted by:

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