

# DISTANCE EDUCATION COMMITTEE

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Minutes of the September 20, 2012 Meeting

**Attendees:** Jo Agnew-Tally, Patti Blanton, Diana Botsford, Neal Callahan, Deanne Camp, Nancy Gordon, Joye Norris, Gary Rader, Rose Utley

## **1) Review of minutes from 8.16.12 and 9.6.12 DEC meeting**

Meeting minutes were approved by all.

## **2) Student Survey Results (see handout)**

Gary presented a PowerPoint and discussed the student survey results conducted in the spring, summer, and fall of 2011. Items from survey for DEC follow-up and future discussion included functionality of electronic reserves, links to resources such as Bb help, course design, and more effective administration of quizzes and tests. Committee asked about the survey sample size. Gary stated that he would research that information and bring it back to the DEC.

## **3) Lecture Capture/Videoconferencing Task Force Update (see handouts)**

The task force members (Jo Agnew-Tally, Diana Botsford, and Nancy Gordon) discussed handouts which included their proposal and plan of action. The task force outlined four steps in their proposal:

1. DEC to craft three to five questions to guide faculty/support staff discussions.
2. Organizing "Discovery Sessions" with deans, department heads and select faculty/staff and then determining needs on a college-level.
3. Report finding back to DEC
4. DEC develops recommendation for provost of recommended best practices and technologies for implementation.

In the second handout, the task force outlined current trends regarding lecture capture and videoconferencing use at Missouri State and suggested participants for discovery sessions. The task force requested that the DEC members formulate questions for these discovery sessions and bring these questions for discussion at the next DEC meeting. Meeting time possibilities were discussed and it was decided that meetings would be scheduled on Thursdays alternately scheduled to the DEC meetings. The discovery sessions would consist of one college per meeting with all task force members in attendance.

## **4) Co-Chair Consideration Discussion**

Neal Callahan proposed that a new co-chair take his place on the committee as his term on the DEC will be up at the end of the academic year. The committee voted and unanimously elected Rose Utley as new co-chair of the DEC.

## **5) Other**

Discussion concerning a formal faculty senate liaison to serve on the DEC was discussed. Joye stated that she would meet with Chris Herr and discuss ways of establishing better communication with the senate. The next DEC meeting is scheduled for October 4.

Minutes submitted by:

**Jaime Ross**

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