

**DISTANCE EDUCATION COMMITTEE**  
Minutes of the December 1, 2010 Meeting

**Attendees:** Rose Utley, Bill Piston, Steve Robinette, Jeff Morrissey, John Bourhis, Art Spisak, Neal Callahan, Pam Trewatha, Chantal Levesque-Bristol, Gary Rader

**Guests:** Nancy Gordon

**Use of Online Evaluations in Personnel Decisions**

It was stated that departments should provide guidelines with specific mention of how the evaluations will be used in personnel decisions. The subcommittee has looked at a number of different evaluation software programs and agreed that the "evaluation kit" package is the best option for MSU. It is \$3,000 a year for 4,800 surveys. The company has offered to let the university use it for free in the spring semester and then decide if implementation is recommended thereafter. The subcommittee is meeting again this week to discuss what group will be the pilot group for the trial of the evaluation kit. The kit can integrate into the web portal, has data mining capability, and questions can be changed per department by administrators in the FCTL. These surveys can also be a tool used to send to the Department of Education as supporting material for the Title III grant.

**Faculty Institute Document (handout)**

The faculty institute document was discussed. It is a proposal which states that a certification workshop would be required for all new faculty members who would want to teach online or blended courses. It was suggested that experienced online faculty members could work with FCTL to serve as a resource for the workshop. Alternative online offerings were suggested in the instance that an experienced online faculty member would want to create/redevelop a course. A tool kit would be offered as an additional incentive for faculty members to take part in the workshop. A motion was made to give a recommendation to the provost that this workshop be implemented, motion seconded and passed. Art will write up the recommendation and send it to Gary before delivering it to the provost.

**LOA's for Online and Blended Courses (status of intellectual property rights and course ownership)**

It was stated that the FHRC may have changed the wording regarding intellectual property rights. Art will review this information with Gary after the meeting.

**Links for DEC Website**

Links are active and posted to the DEC page. It was suggested that the MSU Online newsletter be posted on the DEC page as well as inclusion in the communiqué.

**Other Topics**

A motion was made to request that the DEC be involved during the hiring process for the new associate provost for access and outreach, motion seconded and passed.

Meeting adjourned at 11:46 a.m.

Respectfully submitted by,

Jaime Ross  
Administrative Assistant II  
Office of the Provost