

DISTANCE EDUCATION COMMITTEE MEETING

December 7, 2016 · Carrington 203

Present: Jessica Bennett, Patti Blanton, John Bourhis, Lacey Geiger, Stephanie Hein, Jeff Morrissey, Joye Norris, Gary Rader, Stacy Rice, Caryn Saxon, Krista Webb

Minutes

Review of the Minutes of 11/9/2016 – Approved without correction.

Findings on Blackboard Access for Department Heads

- Dr. Bourhis presented the findings of the LMS Committee on a charge from the IT Council to put together a set of guidelines for situations where an administrator might need access to an instructor's blackboard page.
- There are three situations the committee defined:
 1. When the Faculty Member Cannot Complete Teaching of the Course
 2. When the Instructor is Per-Course
 3. When Evidence is Needed for Tenure Situations
- **When Faculty Member Cannot Complete Teaching of Course:** (due to illness, death, unanticipated termination of employment, etc.) The committee's recommendation is that the department head replace the instructor and use the materials in place – but only for the duration of the semester; the course materials may not be copied or disseminated. In this case, technically, the administrator is not personally accessing the materials – just appointing someone to access them.
- **When the Instructor is Per-Course:** The Administrator has the exclusive responsibility for the hiring and monitoring of Per-Course faculty. In those situations, it is their responsibility to review and monitor (Per Course do not have all the same rights and responsibilities as regular faculty, but do have a few protections: they must be notified in advance before their materials are reviewed). If the Per Course faculty refuses the department head permission to view their materials, Computer Services can give the head that access.
- **When Evidence is Needed for Tenure:** This situation is slightly more complicated. The recommendation is that, for the purpose of evaluation, a department head may ask a faculty member for permission to access a course. The Faculty may give or refuse access.
- **These recommendations are subservient to any departmental guidelines already in place.**

Follow-Up Report of the Sub-Committee on Student Authenticity

- The Student Authenticity subcommittee is still looking into the issues brought up last time.
- Jeff Morrissey reported that he met with members of the Information Security office, and they had no technical and/or information security-related issues with the U-Card program that the Student Authenticity subcommittee recommended. Bottom line, the U-Card does use a secure connection, and does collect private information, but does not collect or store restricted information.

- Mr. Morrissey also met with members of the Missouri Education and Research Consortium – a group of approximately 25 IT directors, CIOs, CTOs, etc.... Many of them are using a secure login password for the online delivery of instruction. No one else appears to be using U-Card for this purpose.

Report of the Sub-Committee on Course Delivery (*handout attached*)

- **The Sub-Committee** looked at 10 universities. They contacted them about policies and practice for Course Delivery – looking particularly at class size, stipends, and redevelopment of existing courses.
- **Twenty-two is the average online class size.** Twenty-six is the average undergrad size; fifteen the average graduate class size. Stipends vary.
- **The OTC Online Program was discussed.** At OTC, students never have a problem making a schedule with online courses. They never lack seats – but our online classes are already full (as of December 7th) and have been for some time. This is hurting our online program. In many cases, our advisors must send advisees back to OTC to get online classes, because we simply have no availability.
- **It was pointed out that a cooperative online arrangement** with West Plains has been explored by MSU – but there were so many roadblocks that it went nowhere.
- The Sub-Committee on Course Delivery does not currently have a firm recommendation.

Next Meeting (January 25, 2017)

- The ADA Compliance Sub-Committee will present.
- The DEC meeting schedule for Spring 2017 will be finalized. A rough schedule and invites will be sent out before the January 25 meeting for discussion/debate. It can be amended at this meeting if needed.

Minutes respectfully submitted by:

Jamie Hall, M.S.

Executive Assistant III

Missouri State Outreach

DEC Report from the Course Delivery Subcommittee
Subcommittee members: Gary Rader, Patti Blanton, Gary Iman, & Caryn Saxon
December 7, 2016

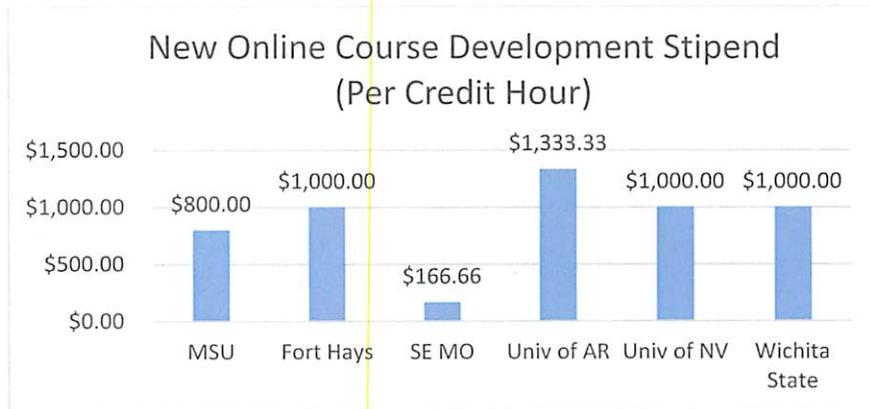
The Course Delivery Subcommittee compared MSU policy and practices against current standards regarding online course development and delivery.

Incentives: Online Teaching and Course Development

Ten universities (including MSU) were contacted regarding their policies/practices concerning faculty incentives/stipends for online course development. We begin by presenting you with MSU's policy, and follow that with information from the other nine universities.

Online Course Development: Other Universities

- Reps from nine other universities were asked whether or not their university offers a stipend to faculty members that develop a new online course.
 - 3 said yes
 - 2 said no
 - 3 said that this varies due to factors such as available grant funds and the type of course
 - 1 did not respond
- Reps from the universities who did offer some form of stipend program were then asked for the amount of the stipend. See table below:



- Reps from the other universities were also asked if their university offered a stipend program for faculty who were re-developing an existing online course. Four of the other nine universities answered that they did provide a stipend for re-development.
- Reps were also asked if an instructor could receive a stipend for developing an online course that was new to them but had been offered online by a different instructor. Only two universities answered that they did offer such a stipend, and two others answered that it might be possible.

Online Learning and Class Size

In regards to the research on distance education and online learning, we looked specifically at literature concerning online class size. Based on a cursory examination of this literature, we learned the following:

- the approximate average size of an online classroom is 22
- faculty report spending more time on course preparation and addressing student needs in online courses than they do in traditional seated courses

According to 2015 data, the average size of an undergraduate online class at MSU is 26.38 students, and 15.36 for online graduate classes. Undergraduate seated classes at MSU average at 28.25 students, and graduate seated classes at 22.11. See table below:

Average MSU Class Size, 2015

	Undergraduate	Graduate	Combined
Online	26.38	15.36	23.73
Seated	28.25	22.11	28.6

Percentage of Original Content Required to Received Stipend.

Discussion and Recommendations: