

DISTANCE EDUCATION COMMITTEE

Minutes of the February 12, 2015 Meeting

Attendees: Patti Blanton, Crystal Gale, Lacey Geiger, Lora Hobbs, Gary Iman, Stanley Leasure, Jeff Morrissey, Joye Norris, Gary Rader, Stacey Rice, Chulapol Thanomsing, Rose Utley

Review of minutes from 11.13.14

Approved, with notation to attach the mentioned handout to the file.

Overview of Online Orientation for Distance Students Pilot (Lacey Geiger)

Lacey Geiger gave her report on the results of the pilot. 103 students completed the orientation. Many of the questions responded to are qualitative results and therefore don't break down easily into simple answers, but there were a few things that the majority of the respondents were interested in:

- Information on how to use the "My Missouri State" page.
- Information on how to use blogs.
- More access to online tutoring.

Additionally, Lacey said she had one issue with creating videos herself: namely, that because she has access to extra tabs, her "My Missouri State" looks different than what plain students have. Jeff Morrissey said he could potentially assist with creating a dummy account for her. Lacey said that she has a meeting with Mike Frizell to discuss online tutoring options. Stacey Rice said that she might potentially have some resources regarding "My Missouri State" that would help.

Blackboard Outages

Lacey Geiger and Gary Rader have met with Kristi Oetting regarding the best ways to let students know when Blackboard is down. Facebook, Twitter, the webpage and the blog are all currently being used; it's mainly a matter of getting the students accustomed to going to these sources for news.

Learning Management System Advisory Committee

Jeff Morrissey announced that a new committee is being formed, the Learning Management System Advisory committee. It was suggested that several people present, including Chulapol Thanomsing and Lacey Geiger, serve on that committee, as appointed by their directors. (*Handout attached*).

Review of Compliance Issues for Online Courses (Gary Rader)

Before Missouri State joins SARA, we have to deal with something that isn't covered by SARA directly – programs that provide licensure to students. Additionally, we are working on the new complaint process for students. It was clarified that MOOCs do not fall under the purview of SARA, as there is no "credit" being issued.

Master Online Course Recognition Award

To heighten awareness of the Master Online Course Recognition Award, Dr. Rader suggested that they might help showcase excellence by using the DPA peer review rubric as faculty are filling this out anyway at the end of developing a new online course. Additionally, Department Heads could be asked to nominate a course in their department by using the peer review rubric. According to Stacey Rice, there is an abbreviated version of the DPA review, essentially a checklist, for department heads to use. Student nominations are also a possibility.

Master Distance Educator Certificate (Gary Iman, Gary Rader, Lacey Geiger)

Gary Iman reported on the discussion that the subcommittee had with the FCTL. Gary learned that the FCTL is focused on pedagogy and assessment of faculty course development which is different from the proposed Master Distance Educator (MDE) Certificate program. DEC membership strongly believes that the MDE will encourage continued professional development as it provides a mechanism for recognizing faculty efforts to utilize technology. It was pointed out that this would be parallel to the Master Advisor program that is a respected aspect of continuous growth for advisors. The DEC requested that Gary Rader and Lacey Geiger present a framework for the MDE at the next meeting.

Minutes respectfully submitted by:

Jamie Hall

Executive Assistant III

Missouri State Outreach

IT Council – Learning Management System Advisory Committee Initial Charge and Membership

The Learning Management Systems Advisory Committee (LMSAC), reporting to the Information Technology (IT) Council, will have the responsibility to advise the IT Council on matters concerning Learning Management System policies, standards, procedures, support services, and other activities or issues involving the Learning Management System, including recommendations for improvements.

Specific initial charges for the Learning Management Systems Advisory Committee (LMSAC) are:

- 1) Determine system-wide learning management needs and report these needs to the IT Council for review. Needs may include hardware, software, maintenance and version upgrades of the system, and other items the advisory committee deems appropriate. In cases where new resources are being proposed there should be an accompanying recommendation of possibly ways of funding the enhancement, such as elimination of hardware or software no longer relevant and the of reassignment of personnel time.
- 2) Determine the level of support services for the learning management system that can/should be provided, including methods of communication, and develop a plan to address stakeholder needs and present to the IT Council for approval.
- 3) Determine the standards and procedures required for appropriate lifecycle management of courses, including creation, permissions, maintenance and archiving processes, and develop and present to IT Council a plan to address stakeholder needs.
- 4) Make quarterly reports of the committee's work and progress to the IT Council, including a summary report to be submitted at the end of the fiscal year.

The Learning Management Systems Advisory Committee (LMSAC) is led by a three member executive committee consisting of the following members:

- Chairperson appointed by the IT Council Chair
- Registrar (ex-officio voting member)
- Coordinator of User Support (ex-officio voting member)

The executive committee shall provide guidance for, and a continuous review of, the work and progress of the Learning Management Systems Advisory Committee (LMSAC). This will include scheduling and conducting meetings, and appointing workgroups as are deemed necessary and appropriate for the timely fulfillment of the functions of the committee.

The Learning Management Systems Advisory Committee (LMSAC) membership will consist of:

- **Chairperson appointed by the IT Council Chair**
- **Registrar (ex-officio voting member)**
- **Coordinator of User Support (ex-officio voting member)**
- **Two Faculty representatives (appointed by Faculty Senate, two – year appointment)**
- **Two student representatives (appointed by SGA President, one – year appointment)**
- **West Plains Campus representative (appointed by Chancellor, two –year appointment)**
- **Access and Outreach representative (appointed by Associate Provost, two – year appointment)**
- **Student Development and Public Affairs representative (appointed by Associate Provost, two – year appointment)**
- **Faculty Center for Teaching and Learning representative (appointed by Associate Provost, two-year appointment)**
- **Computer Services representative (appointed by CIO, two – year appointment)**