

DISTANCE EDUCATION COMMITTEE MEETING MINUTES

4.28.11

Attendees: Jeff Morrissey, Pam Trewatha, Chantal Levesque-Bristol, Gary Rader, Betty Evans, Bill Piston, Deanne Camp, Nancy Gordon, Neal Callahan, Art Spisak, Steve Robinette, Rose Utley, Jo Agnew-Tally

Dr. McCarthy in attendance for first 15 minutes of meeting for a quick check-in with each DEC member. She wants each person to meet with the new A.P., Joye Norris. Teresa to set up appointments.

Joye will work half-time for 2 months to ramp up, listen and learn. She starts Monday, 5 May, and is thought to ultimately be located downtown.

The DEC will miss Arts leadership. All questions regarding future expectations regarding the DEC, the new A.P., roles, resources, collaboration and the FCTL will be answered once the organization is fully worked out. The DEC will continue as usual until Joye steps in. Change to IT Council?

1) Use of supplemental pay to incentivize online course quality – Dr. McCarthy

Dr. McCarthy stated no change to the \$55 supplemental pay incentive. Business as usual until she gains feedback from Deans, Department Heads and Dr. Norris in order to make the decision. Topic is tabled for now until Dr. Norris is on board.

2) Report on the status of the Faculty FAQ – Gary

Refer to handout. Essentially is “what faculty would want to know”. Before finalizing, Gary waiting to talk over with Joye, once she gets settled. The focus is to be all-inclusive, but not take away or do other originators’ roles. How will Joye’s focus change the focus of the FAQ? Will SoTL be included? Assumed it will reside on the DE/Online website and be linked from other sites including the DEC and FCTL sites.

It was suggested to include faculty examples to pull from and noted that templates would also be available. Feedback was requested.

It was mentioned there is potential that DE will have a name change back to Missouri State Online.

3) Online student evaluation update – Chantal, Gary or Jeff

The subcommittee looking at options, potentially deciding upon contracting with EvaluationKit. Pilot is free and running smoothly with a few minor technical issues. Administrators/Faculty able to view progress of completion and/or non-respondents, with detailed results accessible after grades are released. Currently, no incentive is tied to its completion, but option for future. Suggested best case scenario is to make the Evaluation an ‘assignment’.

Raw data will eventually be available if faculty request it. PDF reports are available and some information is exportable to Excel. Looking into other data mining options. Deadline to purchase EvaluationKit is June 1st. Distance Education sending Survey Monkey questionnaire to faculty for feedback on EvalKit.

Currently 4,800 surveys for pilot, but can expand to unlimited with Title III assistance. Distance Education pays for the first year.

4) Report on FCTL – Chantal

How much of online is staying with FCTL? Important to figure out how change will affect the identified approach to meet the needs of 21st Century students...course redesign, mobility, etc. If instructional designers are dedicated to online, then potential for blended and other modalities using technology to suffer

lack of attention to take advantage of technology enhancements. It was mentioned that technology needs were discussed as a needed growth for faculty to be successful and support needs to be in place to get them there.

5) BB 9 Transition Update – Jeff

May 21st date for no delivery using BB8. Still visible through December, though no accessibility. Thanks was given to FCTL and those involved in the smooth, successful transition. Considered easy to migrate from 8 to 9.

SUPPORT: Camtasia instruction videos and Wikis, plus open labs on Fridays. Trainings are available throughout the week. Individual appointments are also available.

6) Review minutes from 3-31 meeting

Too much discussion detail, now only focus on action items.

Process Change: Each meeting notes will be approved by DEC at the following meeting.

Any input to notes should be sent “reply all”.

Meeting minutes to be resent for 3/31 reflecting small edits.

Meeting minutes were approved for 4/14.

New Business

Update on out-of-state compliance. Extension to send good faith letters from 1 July 2011 to 1 July 2014.

Who is MSU’s MDHE contact?

Meeting schedule through Summer 1x per month. Tentative for 2 weeks and if not sufficient business/updates, then June.

Unvoted motion to finish the year then wait for Joye. Next Meeting for June on a Thursday.

Chair is elected by committee, so next meeting will have vote on Chair.

DEC currently reports directly to Provost.

Minutes submitted by:

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MSU Online