

## DISTANCE EDUCATION COMMITTEE MEETING

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April 9, 2015 · Carrington 203

### Minutes

*Attendees: Patti Blanton, Deanne Camp, Lacey Geiger, Lora Hobbs, Gary Iman, Jeff Morrissey, Joye Norris, Gary Rader, Stacy Rice, Rose Utley*

#### **Review of minutes from 3/19/2015**

- Seconded and approved.

#### **Certified Distance Educator Press Release –Lacey Geiger**

- Ms. Geiger shared the DEC press release for the committee. It was examined and there were no suggested edits. It, and the connected website, are ready for dispersal.

#### **New York Times: Online Test Takers – Joye Norris**

- Dr. Norris shared an article from the New York Times regarding online test-taking issues. (*Handout attached*).

#### **Report on Compliance Issues -- Gary Rader**

- Dr. Rader shared three documents – Student Grievances, Grade Appeals, and Complaint Procedures. It was discussed whether the documents were in agreement with the faculty handbook, which they are.
- It was suggested that the line that states students can bring “complaints” to the Help Desk be amended to, “can bring *issues* to the Help Desk.”
- It was suggested that the line stating that students can “write a formal letter” to their instructors be amended to, “submit a written request.”
- “Present the appeal first” should be amended to, “First, present the appeal...”
- The line that states “MSU students residing outside the State of Missouri can file a complaint...” was requested to be reviewed for accuracy.
- **Dr. Rader will make the above changes and email these documents to the committee.**

#### **Preliminary Findings of EvaluationKit**

- A phone conference was held between a representative of EvaluationKit, Lacey Geiger, Gary Rader, Debra Tippen and Jaime Ross. They discussed how other schools have improved their evaluation response rate.
  - **Cultural:** Drilling into the student that it is their responsibility to provide this information. Increasing awareness (possibly by getting the Student Government to endorse and encourage it) increases participation.
  - **Encourage Faculty:** Let department heads know what’s going on, what’s going out, and that they should encourage their faculty to remind students about EvaluationKit.

- **Disrupting Routine:** There is a pop-up option that can be enabled in Blackboard, reminding students to take the survey.
  - **Punitive:** It's possible to lockdown blackboard if you haven't taken the survey by the last three days. It's suggested this might be too dire for our circumstances, and that hard enforcement of this will result in undeserved negative evaluations for instructors.
  - **Solid Communication:** Just make sure that communication with the students is solid.
- Ultimately, the recommendation being made is that we work to disrupt the routine, encourage faculty, and make sure the interface is as clean as possible. Punitive measures are, for the moment, ruled out.

### **Training for New Distance Instructors**

- There was a brief discussion of what training will be required for Distance Instructors.
- Stacy Rice reported that Kristi Oetting is building a "jumpstart" course that would prepare instructors for teaching online, and that it takes two hours to complete.
- It was recommended by the committee that this should be required for all new hires – potentially starting in Fall 15 or Spring 16. Dr. Norris will discuss this with the Provost.

### **Next Meeting**

- **Typically, the DEC does not meet during the Summer months. However, due to the necessity of reviewing the membership and the possibility of bringing on new members, a summer meeting might be necessary. This will be reviewed by the chair.**

Minutes respectfully submitted by:

### **Jamie Hall**

*Executive Assistant III*

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