

DISTANCE EDUCATION COMMITTEE MEETING

September 10, 2015 · Carrington 203

Minutes

Present: Jan Atwell, Patti Blanton, Ching-Wen Chang, Crystal Gale, Lacey Geiger, Stan Leasure, Jeff Morrissey, Joye Norris, Gary Rader, Christine Sudbrock, Krista Webb (via ITV).

Review of minutes from 4/09/2015

- Approved.

Higher Learning Commission Visit, October 5th and 6th

- There was a brief discussion of the current state of healthy preparedness for the upcoming HLC visit. Dr. Norris shared a document titled “Missouri State University: Comprehensive Evaluation Report on Doctor of Nurse Anesthesia...” (*attached*) which features a schedule of the HLC visit, and also a document titled “The Team” (*attached*) which features the names of the HLC reviewers who will be visiting us.

Online Student Orientation Update

- The Online Student Orientation is up and running for the Summer. It’s in the “Community” feature on Blackboard.
- It is composed of three educational models and the readiness survey.
- As of the current date, there are 12,000 students enrolled. They will not be removed at the end of Summer, because we want to continue to allow them access to the instructional features of the orientation, as needed.

Test Proctoring

- The library now houses the “University Testing Center”.
- The Outreach Proctoring Center is exclusively for online classes. We plan to extend hours into the evening one day per week.
- Stanley Leasure requested feedback on the difference between online test proctoring systems like Respondus Lockdown Browser and Criterion, and the best way to proctor, online, a fairly lengthy essay exam. The issue of whether the student would time-out through Blackboard (and they would be told by the system that they could not get back into the exam, and whether, therefore, the student’s entire progress would be lost and – thanks to a system like Respondus – irretrievable) was discussed.

College of Business Online Policies

- Dr. Norris shared a document titled “3.8 COB Policies Related to Online and Hybrid (‘Blended’) Courses” (*attached*). This is from the College of Business Online Policies Handbook.

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- The policies therein were reviewed, with special reference to item III.C., “Online courses must include at least one proctored event comprising a significant portion of the course grade.” It was noted that the courses that had been checked did not mention this fact, which will need to be revised before the policy is implemented (due to the related federal policy that students must be alerted to *all* costs of a course before enrollment – which includes proctoring costs).
- It was noted that the item will not become effective until 1/1/2016, giving the discussed courses time to correct themselves.

New Distance Education Handbook

- The Distance Educator Handbook has been emailed to the committee by Dr. Norris. It also exists online as a PDF download at:
http://outreach.missouristate.edu/assets/outreach/Distance_Ed_Handbook815.pdf

EvaluationKit

- There was a brief discussion of the fact that, since the implementation of a “pop-up” on Blackboard that reminds online students to do end-of-semester course evaluations, the response rate had improved from less than 20% to **64%**.
- It was further noted that this high response rate was only using Blackboard. After the new My Missouri State link to EvaluationKit is implemented, it is expected to be even higher.

Certified Distance Educator

- The Certified Distance Educator program has been successfully rolled out.
- Bookmarks advertising the Certified Distance Educator program were distributed at this meeting.
- The first plaque for the first recipient of the Certified Distance Educator program was shared with the committee.

Questions for Panel Presentation at October DEC Meeting.

- It was agreed that the panel should take place during the November DEC meeting, rather than October, to allow time for planning.
- Invitees for the upcoming Online Panel discussion were discussed. It was mentioned that we should have representatives from Nursing, TCM and COB, as well as West Plains.
- Potential questions for the committee were also discussed. The list of potential invitees and questions will be attached separately.

Minutes respectfully submitted by:

Jamie Hall, M.S.

Executive Assistant III

Missouri State Outreach



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3.8 COB Policies Related to Online and Hybrid (“Blended”) Courses, *Approved by COB Leadership Team 6/1/15. Effective 1/1/16.*

I. Goals

The following policies have been developed to help establish a core set of both required and recommended practices that will improve the delivery on COB online and hybrid/blended courses. The institution of the following policy is to ensure the academic integrity and quality of online and hybrid courses, consistent with AACSB requirements that courses in all modalities should be of equal quality.

II. Definitions: Course Modalities

- A. Online Course - A course whose lectures are delivered entirely online, requiring no traditional classroom time. Proctored exams may be required.
- B. Hybrid (also known as “blended”) course - A course which:
 - 1. Integrates online and traditional face-to-face class activities in a single course.
 - 2. Includes a portion of the face-to-face time —specifically from 30% to 70
- C. The use of the word “online” below is understood to include both online and hybrid courses.

III. Required Policies

- A. The syllabus for online courses should be posted at least one week prior to the start of classes.
- B. The current university-wide learning management system (e.g., Blackboard or other Learning Management System) should normally be used. The communication platform that will be used should be specified in the course syllabus.
- C. Online courses must include at least one proctored event comprising a significant portion of the course grade in each online course. A proctored event is a monitored and graded effort where each student’s identity is verified. Proctoring may be accomplished either through electronic online means or by administering the event on-campus or at an approved off-campus proctoring site. Examples of proctored events include exams, presentations, or any other significant graded course assignment. Online courses with exams must include at least one proctored exam of significant weight.
- D. Students must be notified of the potential for additional proctoring fees both in the registration process and in the course syllabus. This notification of additional potential fees associated with online proctoring should be reiterated on the first day of class.
- E. Instructors teaching courses online for the first time must meet or consult with a Faculty Center for Teaching and Learning (FCTL) instructional designer before creating or teaching an online class.

- F. Each online instructor must grant guest access to the Department Head every semester.

IV. Recommended Practices

- A. Online course instructors should log in to their course at least once each day in order to check for any student questions or issues, if applicable and should respond to student issues within 24 hours after the student has submitted a question.
- B. Online course instructors should grade and return assignments in a timely manner.
- C. Online course instructors should be available in various methods to meet the needs of students. Email, phone, web meetings, or other similar technologies can be used to meet with students.
- D. Instructors teaching online courses should regularly participate in continuing education for the latest online delivery tools, video lecture design, and technology for course delivery. The instructor should document currency on their annual evaluation.
- E. The Department Head should review the online course material annually to assure quality instruction. Ideally, this occurs during the annual evaluation period.

4.1 Minimum Qualifications

Approved by COB Leadership Team 3/5/15

The following paragraphs contain MSU COB's guidelines for determining whether an individual meets the minimum faculty qualifications standards for the category they are agreed to be qualified as a faculty member. These guidelines are based on Standard 15 of the 2013 AACSB Standards.

This document specifies the *minimum* qualifications for a faculty member. These qualifications are for AACSB purposes only and are not applicable to criteria for promotion, tenure, or merit evaluations.

Process: The COB minimum standards for establishing and maintaining faculty qualifications and engagement were drafted by the College Leadership team after a review of the 2013 AACSB standards and discussion of COB mission. The draft was reviewed by the Faculty Executive Committee, a group of 2 elected faculty members from every academic department, which solicited input from the entire faculty. The FEC provided a summary of that input to the Dean. A revised version of the minimum standards was then finalized using that faculty input, and was unanimously adopted by the College Leadership Team.

The 2013 AACSB Standards provide 4 categories of faculty qualifications and requires schools to document policies for classifying faculty, and resultant classifications. The four categories are:

Missouri State University: Comprehensive Evaluation and Report on Doctor of Nurse Anesthesia Practice Faculty Recruitment and Qualifications

AGENDA (draft 20150827) (Central Time Zone)

Sunday, Oct 4, 2015			
Time			
3:00 p.m. - 6:30 p.m.	HLC Team arrival at Hotel		
6:45 p.m.	HLC Team dinner and meeting (all team members)		
Monday, Oct 5, 2015			
Time	HLC Visiting Team		
8:00 – 8:50	Meeting with President and Cabinet (all team members)		
9:05 – 9:55	Meeting with Assurance Process Committee (all team members)		
10:10 - 11:00	Open Forum Discussion: Criteria 1 & 2 (Dr. Babbitt, Dr. Jawahar, Dr. Ries)	Distance and Correspondence Review (Dr. Cotter-Lynch, Dr. Smith) <i>- Need list of Missouri State attendees</i>	
11:15 – 12:05	DNAP Faculty Recruitment and Qualifications: Meetings and Interviews (Dr. Smith, Dr. Cotter-Lynch) <i>- Need list of Missouri State attendees</i>	Facilities Review and/or Federal Compliance (TBD pending HLC decision re: assignment of Federal Compliance panel to support our team) (Dr. Babbitt, Dr. Jawahar, Dr. Ries)	
12:15 – 1:15 p.m.	Lunch in Union Club (all team members; available Deans)		
1:25 – 2:15 p.m.	Open Forum Discussion: Criteria 3 & 4 (Dr. Smith, Dr. Cotter-Lynch)	Federal Compliance (TBD pending HLC decision re: assignment of Federal Compliance panel to support our team)	Area of Focus or improvement: TBD
2:30 – 3:20 p.m.	Drop-in Session (Dr. Ries, Dr. Babbitt)	Area of Focus or improvement: TBD	
3:30 p.m. – 3:50 p.m.	Team meeting (all team members)		
4:00-5:00 p.m.	Meeting with Board of Trustees (all team members) * This time is "firm"		

Tuesday, Oct 6, 2015		
8:00 – 8:45 a.m.	Drop-in Session (Dr. Jawahar, Dr. Cotter-Lynch)	TBD
9:00 – 9:50	Open Forum Discussion: Criterion 5 and Institutional Priorities (Dr. Ries, Dr. Jawahar, Dr. Smith)	
10:30 – 11:30	TBD	
11:15- 11:30	Team meeting (all team members)	
11:45 – Noon	Exit Meeting	
Visit Ends. Team begins deliberations and writing.		

The Team

- **Dr. Heidi Ries, Team Chair. Dean for Research, Air Force Institute of Technology in Ohio (PhD - applied physics)**
- **Dr. Jim Jawahar. Associate Provost, Illinois State University. (PhD - human resource management and organizational behavior)**
- **Dr. Terry Babbitt. Associate Vice President of Enrollment Management, University of New Mexico. (EdD - educational leadership)**
- **Dr. Margaret Wickins Cotter-Lynch. Associate Professor of English, Southeastern Oklahoma State University. (PhD - comparative literature)**
- **Dr. June Smith. Dean of Operations, Bryan College of Health Sciences in Nebraska. (BSN and MSN – nursing, PhD – educational psychology)**