
DISTANCE EDUCATION COMMITTEE MEETING

Minutes of the September 15, 2011 Meeting

Attendees: Diana Botsford, Rose Utley, Deanne Camp, Neal Callahan, Betty Evans, Bill Piston, Chantal Levesque-Bristol, Gary Rader, Patti Blanton, Jeff Morrissey, Jo Agnew-Tally, Nancy Gordon, Pam Trewatha, David White

9.15.11 CARR203

3:30 p.m.

1) Review minutes from 7.21.11 meeting

Wording change: "Strategic Plan" should be "Long Range Plan".

Minutes were approved by DEC including the wording change stated above.

2) Introduction of new members Patti Blanton and Diana Botsford. Welcome!

CNAS – Patti Blanton, Math (MTH 135 online)

COAL – Diana Botsford, Media, Journalism and Film (Multiple online courses)

Welcome and introductions were made by entire DEC.

3) DEC Task Force Proposed Structure, Timeline, and Involvement

Co-chair asked for recap of July 21 meeting.

1. Software Oversight Committee - charge to committee and sufficient representation
2. Guidance for SOC

Inclusive discussion surrounding the original charge of the DEC (distance ed) including the role and structure of the Task Force. DEC original motivation was to help faculty with support and information about university news and changes and to recommend policy concerning distance education to the Provost.

DEC would be the Task Force and the SOC was created to advise DEC regarding software, licenses, etc. for utility, recommendations.

Outcomes of discussion include:

1. Focus should reflect the long range plan
2. Software analysis needed not only for Blended and Online, but all modalities across campus including f2f.
3. Master list of all current/existing software, licenses, etc. should be compiled to represent all parties (those who support, fund, departments/colleges, etc.).
4. IT Council (faculty-centric council currently in place) was developed for determining utility and need for academic software/technology needs. This is done through the use of advisory groups, such as the Institutional Technology Advisory Committee (ITAC).
 - a. Work already in place by FTCL, Computer Services and IT Council to supply software information for analysis.
 - b. Request could be sent to IT Council asking for information on available software for campus use.
5. Identify redundancy, eliminate pockets of small underutilized software (except where quality is proven e.g.: department-specific needs), maximize worthy technology, eliminate confusion by supporting universal applications across the board. Look for economies of scale and include all campuses.
6. Survey of all faculty necessary to determine likes/dislikes, usage, needs, wants, etc.
7. Objective 3 of the DEC Task Force objectives is in planning.

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8. Task of DEC is to address policy and to ask the correct questions of faculty for decision-making.
9. Jeff Morrissey identified as Executive Secretary of the IT Council and possible liaison between IT Council and the DEC.
10. Motion and second to not make DEC a Task Force, dissolve SOC and defer to IT Council.
11. Motion and second to table the vote in item #10 until DEC Chair returns. Motion accepted.

4) October BlackBoard Presentation

1. Direction for the presentation and questions to be answered.
2. Other groups that may need to be included.

Motion, second, accepted to table the Blackboard presentation until item # 3 is resolved.

Submitted by,

Teressa Arnette
Admin Asst II, MSU Online