

DISTANCE EDUCATION COMMITTEE
Minutes of the September 8, 2010 Meeting

Meeting was called to order at 10:34 a.m.

Attendees: Art Spisak (late), Neal Callahan, Deanne Camp, Chantal Levesque-Bristol, David White, Betty Evans, Gary Rader, Bill Piston, Rose Utley, Jeff Morrissey, Steve Robinette (left early)

Absent: Rachelle Darabi, John Bourhis

Guests: Nancy Gordon

How Summer Online Course Evaluations were Administered

An e-mail template and link to the survey was sent to faculty members to distribute to their students. They were informed that they could also post the information on Blackboard. Faculty is concerned about security of the distribution of surveys. Banner was discussed as an alternative way to administer online evaluations. Jeff, Chantal, Gary, and Nancy will meet and bring back some options for making online course evaluations more secure.

DEC Subcommittee Survey (handout)

The subcommittee's survey was discussed. There were several wording changes suggested that will be made and a revised copy will be distributed at the next meeting.

Best Practices and Minimum Course Requirements

A checklist regarding minimum course requirements will be distributed to the committee via e-mail prior to the next meeting. The committee will review and make recommendations to Nancy by the 17th of September.

Future Business

The course redesign and redevelopment process, the checklist for best practices and minimum course requirements, and the revised DEC subcommittee survey will be discussed at the next meeting.

Meeting adjourned at 11:57 a.m.

Respectfully submitted by,

Jaime Ross
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