

DISTANCE EDUCATION COMMITTEE
Minutes of the April 21st, 2010 Meeting

Attendees: Art Spisak, Neal Callahan, Rose Utley, Betty Evans, Bill Piston, John Bourhis, Jeff Morrissey, Deanne Camp, Rachelle Darabi, Gary Rader, Chantal Levesque-Bristol, David White (via teleconference)

Absent: Steve Robinette

Guests: Chuck Busby, Krista Webb (via teleconference)

Meeting was called to order at 10:30 a.m. Minutes from the last meeting were approved.

Report on Blackboard moving to Computer Services (see handout):

- I. Timeline- Effective June 2010, Blackboard administrative support services will be transferred to the Computer Services Department. Blackboard 8 and Blackboard 9 will run parallel during the spring 2011 semester with full transition targeted for fall 2011. A mass e-mail is scheduled to be sent to faculty before the end of the spring 2010 semester.
- II. Support - Twenty-four hour access to support services will be provided by full time computer services user support staff, increased hours of operation and a single point of contact for support needs.
- III. Training- Training initiatives being developed consist of year round courses including evening and weekend courses, a searchable online library with training and support documentation, on-demand online function-specific videos, and the creation of a Blackboard Users Group that will meet monthly to discuss relevant Blackboard topics. A searchable wiki expert site composed of information gathered by Instructional Designers was also discussed as an advanced communication tool to offer to faculty. Computer Services is planning to have all support personnel trained by June 2010 so that faculty can start taking training courses in June.

Dr. Darabi stated that she was asked to take over the ETC department. She has since broken apart ETC by shifting some parts into computer services and other parts into the FCTL in order to focus on supporting faculty in classrooms with technology. The committee approved of the restructuring of Blackboard and the ETC, as proposed and reported.

Report on HLC Annual Conference:

Dr. Rader stated that federal governmental regulations regarding the definition of an online degree will be changing. The percentage of a degree program being online has dropped down to 50% (from 100%). He stated that they will probably set up a peer review e-committee to oversee current online courses, but courses new to the field will be subject to site visits. The 50% online degree program change will go into effect in July with blended courses also factoring into the 50% online degree.

Report from the Ad Hoc Committee on Online Issues (see handout):

Upon presenting its findings to the Provost, it was decided that the \$55 supplemental payment to faculty teaching online courses would remain and that a permanent committee should be formed.

Best way to establish and maintain communication with campus community on online issues:

- I. Website- Creation of a committee and distance education website including policies and procedures. The site will include specific questions requesting feedback on proposals along with a polling feature built into the site. It was suggested that security of polling information be addressed up front. The committee agreed and Mr. Busby will develop the site.
- II. Channels for informing faculty of website- Provost Communiqué, faculty-wide e-mail, My Missouri State web portal, department head, AAA and ALC meetings. Dr. Spisak proposed that the committee members and charge should be included in the announcement and the committee agreed. Dr. Spisak will announce at the next Senate meeting that this committee has been formed and that there will be a website.
- III. IT "Road Show"- Mr. Morrissey agreed to organize an IT "road show" which will allow faculty members to meet the new support personnel in person by visiting the different colleges.

Agenda items for the next DEC meeting:

- I. Definition of online and blended
- II. Quality control of DE courses
- III. Orientation and systematic, required training program for all DE instructors

The next meeting is scheduled for May 5th at 10:30 a.m. Meeting adjourned at 11:55 a.m.

Respectfully submitted by,

Jaime Ross
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Office of the Provost