

## DISTANCE EDUCATION COMMITTEE

### Minutes of the April 7<sup>th</sup>, 2010 Meeting

Meeting was called to order at 11:00 a.m.

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

Introductions were made

#### I. **NEW BUSINESS**

##### **Discussion regarding charge:**

- Dr. Spisak asked for input regarding the committee charge and membership wording. He suggested adding the words “direction and” in the committee charge so that it reads, “The committee is charged with reviewing, creating, and recommending direction and policy for the Provost’s consideration for all alternative forms of teaching...” The committee agreed and the charge will be shown to the Provost for final approval.

##### **Membership:**

- There was discussion concerning how Mr. White was selected for the committee. It was stated that he was appointed by the chancellor. It was suggested that there should be a staggering of members in instances of retirement, resignation etc. and Dr. Spisak agreed to make it so.

##### **Committee Chair Nominations:**

- Dr. Spisak stated that he was serving as the temporary chair and suggested that a faculty member chair the committee. Dr. Spisak asked for nominations for committee chair and then nominated John and Neal. It was suggested to create a co-chair with a representative from the faculty and a representative from administration. A vote was taken and the motion was passed. Ballots were passed out and Neal was chosen as faculty co-chair and Dr. Spisak as co-chair for the administrative/staff side.

##### **Topics for consideration:**

- Definition of “online” and blended”
- Tuition for blended and online courses
- Duration of \$2,400 stipend in blended learning courses
- How courses are evaluated and how evaluations are incorporated into personnel decisions
- Development of an online evaluation tool
- Verification of enrollment in a DE class

- Quality control of DE courses
- Orientation and systematic, required training program for all DE instructors
- Course selection and types of courses that should be offered as DE courses
- Research and Development for DE courses
- Infrastructure needs

**Meeting time and frequency:**

- It was suggested that the committee meet from 10:30-12:00 every two weeks. All agreed that this would be acceptable to start. The next meeting is set for April 21<sup>st</sup>, 2010.

**Methods of Committee/Faculty Communication:**

- It was suggested that a link be added from the Provost webpage to a DE website where committee information could be posted.
- Dr. Spisak asked that at the next meeting Neal give a report on the current state of DE at MSU. Steve will supplement with a report on telecourses and iClasses

Meeting adjourned at 12:00 p.m.