

DISTANCE EDUCATION COMMITTEE
Minutes of the May 5th, 2010 Meeting

Meeting was called to order at 10:30 a.m.

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

Absent: Deanne Camp, Gary Rader

Guests: Nancy Gordon, Bill Brown (via teleconference)

Definition of Online & Blended (see handout):

The handout from the 7th Annual Sloan Consortium Blended Learning Conference was discussed. It was decided that the committee review the existing definitions of what an online course is and then decide on a finalized definition at the next meeting.

Missouri State Online's Definition of "Online":

- A course that meets entirely online utilizing no traditional classroom time. Proctored exams may be required. A class may also include some synchronous activity and still be considered online.

Missouri State Online's Definition of "Blended" Learning:

- Integrating online and traditional face-to-face class activities in a planned, pedagogically valuable manner.
- A portion of the face-to-face time is reduced by online activities and specified in the course description, e.g. from three days to two or two days to one

Pertaining to blended courses, the committee decided that the portion of face to face time replaced by online activity should be 30-70%. The table on page 2 of the handout will be included on the DEC website along with the final definition of blended.

HLC Definitions:

- Correspondence Education - Correspondence education/course means (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. (2) Interaction between the instructor and the student is not regular and substantive, and is primarily initiated by the student. (3) Correspondence courses are typically self-paced. (4) Correspondence education is not distance education.
- Distance Education Program - Distance education means education that uses one or more of the following technologies (i) to deliver instruction to students who are separated from the instructor: and (ii) to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. The technologies used may include: (i) the internet; (ii) one way and two way transmission through open broadcast, closed circuit cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; (iii) audioconferencing; or (iv) videocassettes, DVDs, and CD-Roms, if the videocassettes, DVDs or CD-Roms are used in conjunction with any of the above technologies listed in clauses (i) through (iii).
 - Include degree, degree completion and certificate programs
 - Where 50% or more of the courses or credits in the program are offered through distance education
 - The program is synchronous or asynchronous

Online & Blended Courses- International Students:

- Per Jody Pritt, Director, MSU International Services Office, “There is not a clear definition on blended courses from USCIS at the moment. It seems a lot of schools are setting their own policy and right now most schools say if the student is in class F2F at least 40% of the semester, it would count as a F2F course. Whereas, if it is all online or distance education, only 3 hours of those types of courses count towards an international student's full-time enrollment.”

Quality Control of DE Courses (see handouts) & Training for DE Instructors:

The handouts provided by Mr. White were discussed. The creation of a fundamental faculty survey for instructors teaching online courses was discussed. This survey would measure competencies regarding basic computer skills, BlackBoard skills, etc. Computer Services and FCTL will offer basic training courses to everyone who needs it until they are competent to teach online. An e-mail containing a pre-launch checklist with links to an online documentation library for those teaching online courses was discussed. At the next meeting, Dr. Levesque-Bristol will bring examples of student evaluation questions that can be used campus-wide for all online/blended courses as well as examples of the faculty survey/pre-launch checklist that was discussed.

The next meeting is scheduled for May 19th 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