Draft

Distance Education Committee Meeting Minutes

September 26, 2014

Don Poffenberger, Victor Magary, Jennifer Kriechbaum , Pat Stroud, Korene Silvestri, Kim Patterson, Pam Sharma (Chair).

1. **Approval of April Minutes:** Don Poffenberger made the motion to accept April minutes as presented with a second by Jennifer Kriechbaum.

2. **Direction for DE committee**: Pam Sharma asked the committee for suggestions about the direction DE committee needs to move since the committee did not bring forth any items to be discussed. One of the suggestions was to include standard items on the agenda for each month such as; Steering committee report, DE coordinator report, faculty issues, Library updates to name a few. These items will allow members to discuss issues and communicate information relevant to distance education. Members agreed to try out the format for the next meeting.

3. **Old Business**:

   - Jennifer inquired about the "Draft" on the Online Course Review process document. Pam indicated the changes on the online course request form (first page) and the course review process (second page) were made in the April meeting and were emailed to Dr. Riley on May 2, 2014. Pam also emailed the motion pertaining to the quality matters review of existing courses in the same email. She did not hear anything about the approved changes or the motion passed by the committee. Pam will send a reminder to Dr. Riley on approval of changes/motion recommended in April 2014.

   - Jennifer inquired about the status of the proposal outline suggested in April meeting to be presented to Assembly and VPAA on;

        o   Process of selecting online course developers
        o   Faculty compensation
        o   Evaluation of rational as to if a course or a program is warranted to add to online.

      Pam indicated the faculty assembly meets in October and she will be presenting this as a part of the DE committee report. Faculty assembly response will be forwarded to VPAA.

   - Pat inquired about the status of Copyright compliance procedure and if it included Teach ACT. Pam indicated the Copyright Compliance Procedure, the committee worked on, was presented to the faculty Assembly. Assembly approved the document and it was forwarded to Dr. Riley on June 20, 2013. It did not address Teach ACT or the Intellectual Property.

4. **New Business:**
   - Pat Stroud wanted to know if the online courses will be using streaming video collection and will that be included in copyright compliance /intellectual property procedure?

Pam indicated we should seek input on this from faculty teaching online courses. Don asked if Kim know how many full time faculty are teaching online courses. Kim was not sure but indicated she will have the information in the next meeting.

- There was a discussion on using external websites, open online resources, and publisher provided content and related copyright issues. It was indicated that any online resources used in a course need to open outside the course (in a new window) unless a prior permission is obtained.

- Kim Indicated she completed a Blackboard training for newbies on September 19. Nineteen (19) faculty members who never taught a course on Blackboard attended the training. She also indicated that faculty is encouraged to use Blackboard to post course syllabus and grades. Faculty expressed concerns on $30/ course fee students are required to pay for using the Blackboard. Kim indicated that the administration is working on creating a single fee structure rather than per course fee.

- Jennifer indicated the Steering Online Committee did not meet.

5. **Adjournment:** Meeting adjourned at 3:15 PM with a motion by Don Poffenberger and second by Victor Magary.