**ONLINE DEGREE PROGRAMS STEERING COMMITTEE**

**MEETING MINUTES**

**THURSDAY, NOVEMBER 7 AND 14**

1. “Test” Student

A ‘test’ student application was submitted online on October 14. To date, there has been no contact with the ‘test’ student from the college. Janet Fike reported that Argos has not been working with Hyperion to process online applications and that none had been processed since October 9. She is anticipating the issue will be resolved within the week.

1. Student Services and Processes – Updates

A broad discussion was held regarding student services and college processes. Major topics of discussion were:

* The creation of separate major codes for the online programs: It was decided that it would be beneficial to have separate major codes for the online programs. This will help the college and the DE coordinator track online student data and enrollment.
* Developmental education: We will not be offering online developmental education. Students will need to be “college-ready” in order to enroll in a fully online program. We need to determine a definition of what it means to be “college-ready”. The committee also discussed options for handling courses that have developmental education as a co-requisite. The co-requisite could possibly be changed to a pre-requisite. Students who are not college ready may be able to use Fast-Track or CARES.
* Catalog: Will each online program have a separate catalog page? Should online programs have a separate catalog section? At this point, the committee feels that each program should have its own catalog page.
* Revision of the application for admissions to include options to self-declare online status.
* Potential advising issues especially in the summer.
* Marketing
* Updating of the Online Courses webpage to highlight the new programs.
1. Smarter Measure (READI) Assessment

Kim Patterson distributed information regarding the SmarterMeasure assessment. SmarterMeasure is a web-based assessment which measures a student’s readiness for succeeding in the online environment.

Jennifer Kriechbaum will investigate SmarterMeasure and arrange a demo of the system.

A demo has been scheduled for Thursday, December 5, 2013 at 2:30 in room 411E.

1. State Authorization
	1. Website Requirements
		1. Accreditation Information
		2. State Complaint Process
		3. State Authorization Information

Additional information at: [www.wiche.edu](http://www.wiche.edu) and <http://nc-sara.org/index.html>

Kim Patterson distributed the latest information on the state authorization efforts. The college is either exempt or not required to seek authorization in 34 states. The college will not be able to admit students from states where we do not have authorization.

1. Next Meeting Date/Time