**Distance Education Committee Meeting**

**Draft Minutes**

**September 28, 2012**

Donald Poffenberger, John Reho, Pat Stroud, Kim Patterson, Bob Guy, Van Slider, Pam Sharma (Chair)

Guest: Dr. Vicki Riley

March minutes were approved as presented. Minutes are available on the Distance Education Committee Webpage.

New Online Course Development Request Form: Vicki Riley and Kim Patterson

Dr. Riley and Kim Patterson presented a draft of New Online Course Development Request Form.

 A motion was made by Don Poffenberger and seconded by Van Slider to send the form to the Faculty

Assembly for comments/ discussion.

Online Program Approval Process: Vicki Riley

 Upon approval from the HLC, the college will be offering programs online. Procedures and process

 need to be developed to identify programs to be offered online. One of the objectives of the online

program is to provide online students an equivalent learning experience as traditional students

including advising/tutoring to name a few.

Online tutoring is available as a pilot for online students. Students were informed via email. Some of

the faculty teaching online was contacted others were not aware of the service. Pam Sharma will

contact the Director of Academic Student Support Services for more information.

HLC Change Request Update: Vicki Riley

Dr. Riley indicated that the Change Request Committee is working on,” Substantive Change Application form for Distance Delivery”. This form is submitted to the HLC when an institution seeks approval for offering distance delivered program. There are some areas on the form that need to be completed. Debbie Cresap, the Chair of the Change Request Committee will be sharing information with the full faculty in coming months.

Quality Matters Update: Kim Patterson

Kim Patterson informed the committee of a workshop on , “Applying the Quality Matters Rubrics” last May. Roxanne Humbert conducted the workshop with several faculty members in attendance. The next step is to have a pool of peer reviewers certified in Quality Matters to conduct in-house reviews of online courses. So far there are three people certified as peer reviewers in WVNCC. Course reviewed in-house that meet the QM criterions do not get a QM Seal of approval. However, if the review is conducted by the QM assigned reviewers (not from the institution), the course gets a QM stamp of approval. This approval is expensive, $450 /course. Certified peer-reviewers are qualified to review online courses in other institutions as well as in-house reviews.

Copyright Policy: Vicki Riley

Dr. Riley indicated that we need to have a copyright policy. Pat Stroud offered to conduct research on the available policies to see who they can be tailored to address WVNCC’s need.

Enrollment Report: Kim Patterson

Kim reported the enrollment in online courses is down 26% (589 Vs. 800 at the same time last year). This drop is consistent with a drop overall enrollment. As a result several online courses were cancelled.

 Course Retention/Success Rates: Kim Patterson

Kim Patterson conducted a success rate analysis of courses offered in online and traditional format with the following results:

|  |  |  |
| --- | --- | --- |
| Semester | Online | Traditional |
| Fall 11 | 60.34% | 67.94% |
| Spring 2012 | 64.11% | 65.31% |

Success rate was determined using the number of students enrolled and students completed with a “c” or a better grade.

Blackboard Service Pack Update: Kim Patterson

Service parch 8 is available for Blackboard. This patch can be deployed during the winter/spring break. This will allow Banner and WVNET to be integrated to enable automatic student enrollment/removal. The faculty teaching courses on Blackboard will not see any change. This may make some of the tools in Blackboard a little more versatile.

 WV Virtual Community and Technical College: Vicki Riley

The goal of the WV Virtual Community and Technical College is to make available the general education courses and degree programs online that students from any institution within the state can take to count towards the degree program. WVNCC has not volunteered to participate yet. We will wait for future developments.

WVNCC board funded two projects: Don Poffenberger and Pam Sharma

Donald Poffenberger: Submitted a project on developing multimedia instruction including transcription for online and hybrid courses to the WV foundation board. Content modules will be available on U-tube. The Board funded the project for the year 2012-13.

Pam Sharma:  Project involves preparing short multimedia modules to assist students with text anxiety.  Each module will address signs, strategies, and assessment activities. Text anxiety modules will be made available to all students through the college Webpage. Students will be able to download the modules on as needed basis.

IP video concerns:  Van Slider

Concerns were expressed about problems with the IP video operation. Some of the problems associated with the function in New Martinsville campus may be due to the Internet provider. IT is working on it. There may be some alternatives that need to be looked at in near future. Committee suggested to

include the faculty teaching IP courses in future discussions.

Blackboard Survey:

Recently a Blackboard survey was sent through the office of the institutional Research. Committee felt the questions on the survey were not relevant to the faculty use of the Blackboard or faculty support.

Meeting adjourned at 3:35 P.M.