

Distance Education Committee Meeting

January 23, 2015

Victor Magary, John Reho, Jennifer Kriechbaum , Pat Stroud, Korene Silvestri, Kim Patterson, Dave Stoffel, Carry DeAtley (Interim VPAA), Pam Sharma (Chair).

1. Approval of September 2014 Minutes

Pat Stroud /John Reho made the motion to approve minutes. Minutes were approved as presented.

2. Online Course, Online Program, and Online Course Development/Teaching Assignment:

Guidelines for determine the viability of an online program: There was an extensive discussion on factors to be considered prior to offering a program online. Committee identified the following factors: Needs Analysis, Program Structure, Content Development, Administration and Evaluation of the program and impact on the existing traditional program. Needs analysis may include a rationale/justification for offering program online, enrollment patterns, employment opportunities and infrastructure including availability of labs online, access to lab resources and specific requirements of the program. Program Structure may include such factors as offering the program as a cohort or flexible structure, admission criteria flexible/traditional. For content development the factors that are important to consider were quality of faculty training, support available in the development of instructional material, content compatibility with traditional and online learning environments. Other factors such as the Administration and evaluation of the program, impact on the existing traditional program, budget, student readiness/tracking, and overall quality of the program are also important.

Guidelines for determining the viability of an online course: Similar to the online program development, the need for developing the course (part of a program, low enrollment course offered on more than one campuses, part of general education course transferrable to other institutions), quality of faculty training, appropriateness of the instructional content, knowledge transition from virtual to the traditional environment (Virtual Assistance Program in traditional setting), quality of students (student attitude), availability of resources such as lab content, transferability to other institutions, and impact on student enrollment in traditional program.

Faculty selection for online course development and teaching assignment: committee identified factors such as the quality of faculty training, willingness of the faculty member to teach online, instructional load, number of online courses developed in the subject area, and as a tie breaker, the seniority in teaching.

Pam will put together a draft of guidelines for committee discussion in February.

3. **Faculty report:** There were no items for discussion.
4. **DE coordinator Report:** Kim reported the development of three online courses for spring 2015 semester; ASTR 125 Introduction to Astronomy, MKT 230 Principles of Marketing and ACC 123 Principles of Accounting. Courses were reviewed by the Quality Matters peer reviewers and all courses met the QM standards.

5. Online Steering Committee Report: Jennifer Kriechbaum

No Report

6. LRC Report: Pat Stroud

Pat Stroud reported on usefulness and limitations of Blue Button in online/traditional courses. While lecture recordings of BigBlueButton are easily accessible for online and traditional courses, a real-time lecture may have limitations. Pam invited Pat to share the information in full Assembly to update the faculty teaching /or planning to using the BigBlueButton.

Pat also indicated that her Library staff has developed tutorials on the use of Camtasia software. She inquired about the place where these tutorials can be made available to college community. Suggestions were made to make it available on the faculty resource page. Pat also inquired about exploring the possibility of YouTube videos. Pat will share this information with the faculty assembly for faculty input.

Adjournment: Meeting adjourned at 3:45 PM