

Distance Education Committee Meeting

September 24, 2010

2:00 PM Conference Room, 422 EC

Dr. Pam Sharma (Chair), Dr. Terry Craig, Don Poffenberger, Van Slider, Bob Guy, John Reho,
Pat Stroud, Kim Patterson (DE Coordinator)

Guests: Dr. Vicki Riley, Mike Koon

- Higher Learning Commission (HLC) Update – Mike Koon
 - Mike Koon distributed a document, “Areas of Focus for Distance Ed”. Five areas listed in the document were
 - Planning for distance education
 - Curriculum and instructional design
 - Staffing and faculty support,
 - Student support,
 - Evaluation and assessment.

The document also listed the process of accreditation. VPAA along with DE committee will be working on gathering documentation in coming months.

 - Mike noted that distance education programs can be accredited at four levels;
 - Level I: 25% of the courses are offered in distance education format, not necessarily in online format.
 - Level II: 50% of the courses are offered in distance education format, not necessarily in online format.
 - Level III: 75% of the courses are offered in distance education format, not necessarily in online format.
 - Level IV : 100 % courses are offered in distance education format, not necessarily in online format.
- Online Course Procedure Draft – Kim Patterson, Vicki Riley
 - Dr. Riley presented an updated Course and Overload Assignment Procedure for Distance Education Courses. This document, according to Dr. Riley, addresses the comments she received after the last Assembly Meeting (May 2010).
 - There was a lengthy discussion on how many online courses a full time faculty can teach as a regular load. According to the procedure, a full time faculty can teach only 2 courses (3 credit hours or 4 credit hours). Faculty can also request to teach one course as an overload.

- Don Poffenberger inquired about how this impacts the faculty teaching courses for online degree programs. Who would teach the rest of the courses? Dr. Riley's response was the adjunct faculty. Dr. Sharma inquired how this affects the quality of **the** online program. How would this be viewed by the accreditation team? Dr. Riley indicated she will revisit this subject later.
- Procedure for assigning online classes – Don Poffenberger
 - Poffenberger inquired about the procedure for assigning online courses. According to Dr. Riley, full time faculty who designed the course can request the course through the division chair during the course scheduling process. If a course is not requested during the time, DE coordinator assigns it to an adjunct faculty member.
 - A couple of scenarios were presented:
 - In the event a course taught by the faculty member is cancelled and the faculty member wants to teach the online course assigned to an adjunct?
 - Has the full-time faculty member taught that course online before? If not, the course continues to be taught by the adjunct.
 - If the fulltime faculty **has** taught the course before, then the VPAA makes the decision in consultation with the division chair.
- Internet and Online Testing – Pat Stroud
 - Pat Stroud expressed concerns about Internet and online testing. Students taking tests online are often disconnected and cannot get back to the test because the instructor has limited the access to one time only. This is a cause of concern because students commute fairly long distances to take the test on-campus. This is of great concern if it happens on a Friday.
 - Van Slider inquired if the DE coordinator can reset the test if the instructor so requests. This generated a discussion about the confidentiality of student records because the DE coordinator needs to go in the course as an Instructor /Designer and that allows the coordinator access to student records. More discussion needs to occur to preserve student –teacher confidentiality.

Meeting adjourned at 4:10. Next meeting is scheduled for October 22nd.