**Distance Education Committee Meeting**

**November 22, 2013**

1. Approval of October Minutes

Minutes were approved as presented.

1. Online Steering Committee Update: Jennifer Kriechbaum

Steering committee presented reports on collecting data on student readiness in online courses, success rate of students doing prerequisite/co-requisites simultaneously.

1. Online courses and required prerequisite developmental education: Kim & Lisa

 Lisa indicated a project is underway to compare the success rate of students taking prerequisite

 and co-requisites in developmental courses. Pam indicated that it may be interesting to

 compare success rate of students taking pre/co requisites in college level math courses as well.

 Some of the students taking Math 100 who did not have the prerequisite of Math 93 were

 struggling in her class with basic math concepts.

1. Associates in Applied Science (Criminal Justice): Donald Poffenberger

Don Poffenberger presented a proposal to pursue offering criminal Justice Program for professionals. There is no such program available in the State of WV. This may attract professionals from other states. The program can be run as a trial program. Dr. Riley emailed her response on December 11 with the following response:

“I commend you and the Advisory Committee on being innovative in your planning for the future of the Criminal Justice Program.

We currently have multiple programs that have expressed an interest in moving to online degree options.  Until such time as we have a process/procedure for reviewing and analyzing the need for and implementation of total programs online, I am not approving programs to move forward at this time.

If we move forward in the future, your phase-in plan would be an excellent implementation strategy and identification of niche programs should certainly be part of our program evaluation process.

As mentioned in the last meeting, we will work with the Distance Education Committee to begin to draft process and procedures.  Please continue to work with your division chair on strengthening the current program as you consider adding an online degree option.”

1. Online Course Review Process Draft

Online course review form (Draft) was discussed. Distance Education committee is working on the online course review process. A draft will be presented to the full assembly for discussion. The online review form posted on the Academic Affairs Website (under faculty Resources) already has a Final Form. The word Draft is removed without the full assembly or the DE committee approval.

Related to the review process and a lack of peer reviewers (2 full time faculty), VPAA sought the committee input on how the peer reviewers pool can be increased. A suggestion was made to provide faculty the incentive ($ 100) per course review. Since the course review and recommendations are time incentive (Could take 8-10 hours) and must be completed by a team of three reviewers. It will cost $ 300 per course. VPAA was of the opinion that for $ 450 these courses can be reviewed by external institution.

On the related discussion of course review, Dr. Riley indicated that she would like the committee to make recommendation on a schedule to review all existing online courses using the Quality Matters rubric (QMR). Committee will work on the schedule in coming months.

1. Organizational Questions: HLC Report: Was tabled due to the lengthy meeting
2. Adjournment: A motion to adjourn was made by Don Poffenberger; seconded by Debbie Cresap. Meeting adjourned at 3:50PM.