**Distance Education Committee Minutes**

**April 25, 2014**

**Don Poffenberger, Delilah Ryan, Dave Stoffel, Victor Magary, Debbie Cresap, Lisa Ingram, John Reho, Jennifer Kriechbaum , Kim Patterson, Pam Sharma (Chair).**

1. Approval of November Minutes

Don Poffenberger made the motion to accept November minutes as presented with a second by Debbie Cresap.

1. Online Course Review Form :

Dr Riley emailed the edited New Online Course Request Form (OCR) to the DE committee. While reviewing the OCR, DE members identified areas that will be problematic in implementing various elements on the form used for the new online courses to be developed during the spring semester.

Changes on the first Page:

* Training timeline listed on the form needed to be adjusted to allow for the required training for faculty developing online course for the first time. Changes on the first page; **clarification of New Courses, and completion deadline of on the review form** were added and accepted as presented.

Changes on the second page:

* Bullet # 6: Include anticipated timeline on the OCR form before the form is submitted. This could be discussed with the individual faculty depending on the complexity of content.
* Bullet # 7: Remove the last two sub-bullets since we are using Quality Matters, “Course Review Management System” for course reviews and a final report is automatically generated.
* Bullet # 8: Consistent with the QM review process, change the time from 30 days to 2 weeks.

1. Review of existing online courses:

During the November 2013 DE meeting, Dr. Riley indicated a need for reviewing existing online courses using QM standards. On March 31st. Dr. Riley emailed the committee with a clarification that included Kim preparing the schedule and reviewing the existing courses using

three (3) point QM essential standards. Following questions were discussed on the review of existing courses:

* If we are trying to implement quality matters standards, then why existing courses are treated differently than the new courses?
* According to the Online Course Review Process, since Kim is also involved in helping the faculty in developing the course, and then reviewing the course presents a conflict of interest.

These questions were discussed at length and the following Motion was made by Debbie Cresap and seconded by Jennifer Kriechbaum.

**Motion:** Kim will draft and forward a letter to all faculty members stating that

* Courses that do not have the QM stamp will be placed into a rotation of review to be sure they meet the QM standards
* All instructors must have completed Applying QM rubric
* Instructors will receive a check list/reminder of QM standards
* Faculty may ask Kim for assistance/clarification of QM standard implementation

**Motion passed unanimously.**

1. Course Development in Spring 2014:

There were several questions on the six new courses to be developed during the spring semester.

How were the course identified?

Who identified the courses?

How were the designer selected?

Were designer paid for the course development?

According to Jennifer, six courses were to be developed for the AA and AS degree.

Courses were identified by the Online Steering Committee in fall 2013 and this

information was available on Steering committee website. While preparing April

minutes, Pam did not find this information in committee minutes.

Pam reminded faculty about the email, “Online Course Review Process” dated

February 2, 2014, Dr. Riley sent to the DE committee about development of new

online courses and the review of courses using the quality matters rubric.

One of the committee members inquired about the announcement sent to the faculty

for developing new courses. No announcement was sent to the DE committee or the

full time faculty for developing new courses.

At the conclusion of the discussion, it was suggested that a proposal be outline to Assembly and VPAA to include the following:

* Process for selecting the developers
* Faculty compensation.
* Evaluation of rational as to if it is warranted to add to online.

1. Faculty Load (online courses): Following questions were discussed :
   1. Who assigns online course to adjuncts?
   2. Why some adjuncts are teaching three online courses when full time faculty is restricted to two courses only.

Lisa Ingram indicated the online courses are assigned by the division chairs. Kim helps division chairs to staff online courses. The second question was not addressed.

1. Adjournment: Meeting adjourned at 4:10 PM with a motion by Don Poffenberger and second by Debbie Cresap.