

Distance Education Committee Meeting

Draft Minutes

November 9, 2012

Dr, Terry Craig, Delilah Ryan, Donald Poffenberger, Kim Patterson, John Reho, Pam Sharma (Chair)

September Minutes were approved as presented. Minutes are available under Distance Education Committee on the Committee and Councils Webpage.

Online Course Development Request Form

There was a lengthy discussion on the updated Online Course Development Request Form. Committee members expressed following concerns about the integration of Quality Matter Rubrics in the course request process.

Is the integration of Quality Matters Rubrics in New online courses Mandatory?

According to Kim Patterson, it was recommended but not mandatory. The follow up question was how do the form changes if a faculty member decides not to use the Quality Matter Standards? Is the form Sequential or is there a place on the form that gives the faculty an option to skip steps and get to the last step? Since there is no such option on the form, the Committee felt an explanation is necessary since majority of full time faculty did not have an opportunity to participate in Applying the Quality Matter Rubrics.

A lack of training also raised concerns about the review process. According to the 7th bullet, "The DE Coordinator will assemble a team of faculty reviewers". The team will consist of three members who have at a minimum completed the Applying the Quality Matter Rubric training. The committee felt a peer reviewer needs to have a clear understanding of applying the standards and making recommendations and therefore as recommended by the Quality Matter program, a peer reviewer should at a minimum have completed a course that introduces the reviewer to the review and recommendation process.

Is there a difference between a Hybrid and Online Course?

Another question was concerning the conversion of an existing Hybrid course to the Online course. Would the conversion be considered a New course? If so, would the faculty member have to go through the approval process of for "New Online Course Request Form?". A related question was, if there is a difference between a Hybrid Course and an Online Course? Currently, the Hybrid courses are listed as Online Courses. Committee recommended a clarification and subsequent process to accommodate conversion of Hybrid courses to Online courses.

HLC Change Request Update

Deborah Cresap, Chair of the Change Request Committee, emailed the Updated Change Request document to Pam Sharma for Distance Education Committee comments. Discussion followed on the lack of involvement of the Distance Education Committee on document input. Pam Sharma encouraged the committee to review the document and send comments to Debbie Cresap.

Copyright and Intellectual Property

A committee of three faculty, one Librarian, and Distance Education Coordinator is gathering information to include on Copyright compliance and Intellectual Property Procedure. Pam Sharma distributed a list of questions to seek committee input to address Intellectual property and copyright issues.

WVCTC Online: Delilah Ryan

Faculty, staff and administrators from the various community colleges throughout the state showed concern over the WVCTC offering online classes in a state and Pearson led presentation at this year's WVCCA / WVADE conference. Negative comments from individuals concerned control of the state instead of individual institutions over distance education classes in West Virginia, canned courses, FT versus adjunct instruction, faculty selection and payment, financial aid considerations, Distance Education Institutional Coordinators problems with assisting students needing Pearson's Help Desk, advising and library concerns, too many students put in these online courses, abandoning other Learning Platforms (like Blackboard) for Pearson's program, and a la carte and testing out options leading to short (and possibly correspondence) courses.

Cisco product/IP Video : Van Slider

Van Slider was not able to attend the meeting due to a conflict with other Standing Committee. He emailed the following:

I watched both recordings from the demonstration and Q & A.

"The technology looks like it can do all kinds of good things. That being said, I don't have any feel for what it would be like to actually use the system. I don't know where I will be (behind a podium..walking around...), what I will be able to see, where what I can see will appear (monitor? whiteboard? both? neither?) etc. It might be great, especially for a gung ho techie like Lance, but I can't tell from watching the demonstration what it would be like for a layman like me. Lance obviously knew what he was talking about and was very enthusiastic, but I would have appreciated a somewhat slower-paced presentation given from the perspective of a teacher that explained how basic tasks required of all users are performed. In other words, how do I actually perform the basic operations necessary to present the class and record it? That's what I need to know rather than all the bells and whistles that are available. Those could come

later. The variety of avenues for delivering the content to the students is impressive, but that's not my primary concern."

"I'm not saying that I don't approve of the system. I'm saying that I don't believe I can make a sound judgment based only upon the demonstration that I viewed."

Role/Charge of the Distance Education Committee:

Description of the charge of the Distance Education Committee is not listed under Faculty Committees and Councils. Committee is not clear on the role of Distance Education Committee. According to Pam Sharma, the DE committee was a subcommittee of the Institutional Technologies, Chaired by Dr. John Jones, to assist faculty with WebCT issues. Pam Sharma chaired the committee since its inception. She set-up an Online Committee to seek faculty input on issues and policies related to distance education until 2009. In early 2010, Pam was informed by VPAA that DE committee is a Standing Committee. She does not recall the transition from subcommittee to standing committee.

New Business: Kim Patterson

A two week," Applying the Quality Matters Rubrics", course is available online. Faculty interested in taking the course can contact Kim. Kim had requested a course for the Northern faculty during the weeks February 1-14. Spots not filled by the full time faculty will be offered to the adjunct faculty.

Blackboard 10 service patch will be installed during the week of December 27- January 4. Blackboard will be unavailable for 24 hours. The appearance of the page layout and the icons will not be affected. Some of the tools and the corresponding functions may have additional options.