**ONLINE DEGREE PROGRAMS STEERING COMMITTEE**

**MINUTES**

**Thursday, October 3, 2013**

**2:30 – 4:00 p.m.**

**Room 411E**

1. Purpose

It was explained that the purpose of the steering team is to review and evaluate essential college services and processes, in particular, those that have a direct impact on online students. The steering team will not focus on curricular issues, but rather implementation issues. At times, workgroups will be assigned to specific tasks and other college personnel may be asked to assist.

1. HLC Report

The college has received approval to offer 100% of our programs online. This does not mean that the college will be offering every program and course online. This designation means that the college will not need to seek additional approval from HLC program by program.

1. Implementation Timeline

It is anticipated that five programs/certificates will be offered online beginning in the Fall 2014 semester. These are AA General, AS, AAS Business Administration, Small Business Management Certificate and CIT Microsoft Applications Certificate.

1. Student Services and Processes

A general discussion of various college student services was held. The team has identified some area where changes may need to be made in order to accommodate online students. Janet Fike asked if students would need to identify themselves as distance education students and if we need to have a separate Banner code for each online program. There will be some financial aid issues that Janet will be investigation along with the state authorization issue. Janet will also check on how book vouchers and supplies will work for online students. Kim Patterson will be setting up a “test student” and will fill out a college application as a student in order to get a first-hand perspective of the application and registration processes and any obstacles that may arise. The best way to find out what the students experience is to see from their point of view.

1. Steering Team Questions/Concerns/Discussion

A general discussion was held regarding potential issues that may arise during and after the implementation.

1. Faculty Questions/Concerns

The faculty subcommittee met to discuss the list of questions from the general faculty. The members will attempt to answer any questions that come up in the next Faculty Assembly meeting that they are comfortable with answering. The subcommittee will meet next week to begin going over the questions is more detail.

1. Next Meeting Date/Time

The faculty subcommittee will meet on Thursday, October 10, 2013 at 2:30 in room 411E. The Steering Team as a whole will meet sometime in early November. That meeting date is TBA.