Minutes– Meeting 11
Distance Education Committee
Vernon College

September 5, 2014▪ 10:00AM ▪ VER RM 204, CCC RM 712

Vernon College Position	Member	Present	Not Present
Instructor/ Instructional Design and Technology Coordinator	Roxie Hill, Chair	X	
Dean of Instructional Services	Dr. Gary Don Harkey		X
Dean of Student Services/Athletic Director	John Hardin III	X	
Dean of Admissions and Financial Aid/Registrar	Joe Hite	X	
Director of Information Technology	Jim Binion	X	
Director of Quality Enhancement	Criquett Lehman	X	
Director of Financial Aid	Melissa Elliott	X	
Early College Start Coordinator			
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	X	
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg		X
Division Chair - Communications, English Instructor	Joe Johnston		X
Division Chair- Information and Industrial Technology, Industrial Automation Instructor	Mark Holcomb		X
Mathematics Instructor	Dr. Brad Beauchamp	X	
English Instructor	Cindy Coufal	X	
Government Instructor	Kirk Polk		X
ADN Instructor	Beth Arnold		X
ADN Instructor	Christine Reece		X
Professional Staff	LeAnn Jordan-Scarborough		X
Professional Staff	Gene Frommelt	X	
Student Government Representative	Sjohnton Fanner	X	

Call Meeting to Order
Minutes for Meeting 10 were presented to the committee for approval.
Joe Hite, made the motion to approve. Jim Binion seconded the motion. All members presented voted in favor. Motion carried and minutes from meeting 10 were approved as presented.

General Business Report
The general business report was presented by the DE chair. The committee was informed that the final DE manual was published to the Vernon College website in the summer of 2014. The DE manual is an online document that will be revised as needed.

The committee was also informed that the final version of regarding Distance Education was submitted to be included in the SACSCOC Fifth Year Interim Report. The sections reported on were; FR 4.8.1; FR 4.8.2; and FR 4.8.3.

General Business Report cont.

Updates were provided to the committee regarding upcoming course evaluations using the Rubric for Online Instruction (ROI). Courses to be reviewed will be selected by the DE chair and the Dean of Instruction, based on established criteria.

In the matter of Technology, arrangements would be made this academic year to pilot Respondus Monitor. The committee was also informed that Blackboard would be purged in the fall 2014 semester to archive old courses and delete users that are no longer employed with Vernon College. Specific instructions would be emailed out to all Blackboard users. The purge date is set for October 17, 2015.

Next meeting is scheduled for Spring 2015.

Meeting adjourned at 10:30AM.