Minutes – Meeting 6
Distance Education Committee
Vernon College

February 8, 2013 ▪ 11:00AM ▪ 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	Jessica Sutherland	X	
Assistant Registrar	Sarah Davenport		X
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	X	
Associate Dean, Career and Technical Education	Shana Munson	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	
English Instructor	Cindy Coufal	X	
Government Instructor	Larry Jordan	X	
Professional Staff	LeAnn Jordan		X
Professional Staff	Gene Frommelt	X	
Student Government Representative	Sjohnton Fanner/	X	

Call Meeting to Order
The meeting was called to order at 11:01 AM.

Approve Minutes for previous meeting
Melissa Elliot moved to accept the November 12, 2013 minutes as presented.
Cindy Coufal seconded the motion, all members present voted in favor. (Exhibit A)

General Business Report
DE Chair – Roxie Hill reviewed the following with the DE committee

DE Manual Completion Deadline is set for Spring 2013
Contacts and appointments will be made according to DE Manual table of contents
and responsible departments (Exhibit B).

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Accreditation and Mandates
New mandates were discussed and the processes to move forward for compliance:
Southern Regional Education Board (SERB) – Electronic Campus allowing Vernon College to teach online in other states.

Southern Association of Colleges and Schools (SACS) – Fifth Year Interim Report is on the horizon items of discussion that directly relate and areas of responsibility for the DE Committee and/or Chair outlined below will be addressed with direct correlation to the DE Manual.
FR 4.8-4.8.1; 4.8.2; 4.8.3 Distance and Correspondence Education
3.13.4 Review of Distance Learning Programs

Quality of Online Instruction
Oversight, Management Practices and Evaluation of the possible creation of a Distance Education Department will be discussed as it was outlined in the 2013-2014 Annual Action Plan.

Blackboard (Bb) Learn 9.1 Upgrade
Notification was given on the future upgrade to service pack 11 at the end of Spring 2013.

Online Tools
Blackboard Collaboration – The following was discussed with the committee.
- o Features (iOS full integration, android system will be available this year)
- o Evaluation License available and will be operation for pilot by April 2013.
- o Implementation and Training Dates will be announced by next committee meeting.

Blackboard Login Link Name Change
Committee voted to change the Blackboard link name from Online Course Login to Blackboard Course Login on the Vernon College website.

Adjournment
Meeting was adjourned at 11:45AM. Next meeting scheduled for Friday, April 12 at 11AM.