

Minutes – Meeting 1
Distance Education Committee
Vernon College

November 09, 2010 ▪ 10:00 AM ▪ VER RM 423, CCC RM 504

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Roxie Hill, Instructional Design and Technology Coordinator at 10:05 AM.

- Members Present:

Dr. Gary Don Harkey	Dean of Instructional Services
Joe Hite	Dean of Admissions and Financial Aid/Registrar
Jim Binion	Director of Information Technology (IT)
James Graham	IT – Blackboard facilitator
Criquett Lehman	Director of Quality Enhancement
Jessica Sutherland	Early College Start Coordinator
Sarah Davenport	Assistant Registrar
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
Shana Munson	Associate Dean of Instructional Services
Joe Johnston	Division Chair- Communications
Kristen Harris	Associate Dean of Student Services/Director of Counseling

- Not Present:

John Hardin III	Dean of Student Services/Athletic Director
Melissa Elliott	Director of Financial Aid
Mark Holcomb	Division Chair- Information & Technology
	Two faculty members (unassigned)
	Two professional staff (unassigned)
	SGA or Student Forum rep (unassigned)

▪ **General Business Reports**

- Committee Name Change
The committee name has been changed to Distance Education from Distance Learning in order to be consistent with terminology found in Southern Association of Colleges and Schools (SACS), Texas Higher Education Coordinating Board (THECB), and the Texas Administrative Code.
- Charge of the Committee (Exhibit A)
The purpose and responsibilities were communicated to the committee
- Blackboard (Bb) Learn 9.1 (Exhibits B-D)
The training process was discussed and a checklist was also presented, training would begin in the spring of 2011. Trainees will complete all required trainings prior to receiving course shell(s) in Blackboard Learn 9.1 Jim Binion made a motion to approve the training process and Criquett Lehman seconded the motion, all members present approved.
- Rubric for Online Instruction (ROI)
The ROI was presented to the committee with the rationale and purpose of its adoption explained. The rubric will be adapted to meet the needs of Vernon College; it will be presented to the faculty during Bb training.

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- Distance Education Website
The website is still under construction, a new DE page will be designed. Any suggestions for the new page are welcomed.
- Distance Education Manual (Exhibit F)
The current distance education manual was briefly discussed and it was noted that revisions and updates need to be made to the manual. Item was tabled for future meeting.
- **Adjournment**
 - Greg Fowler made a motion to adjourn at 10:55 AM, Shana Munson seconded the motion.