Agenda – Meeting 14
Distance Education Committee
Vernon College

February 17, 2017 11:00AM ▪ VER RM 204, CCC RM 712

Vernon College Position	Member	Present	Not Present
Instructor/ Instructional Design and Technology Coordinator	Roxie Hill, Chair		
Dean of Instructional Services	Dr. Gary Don Harkey		
Dean of Student Services	Jim Nordone		
Dean of Admissions and Financial Aid/Registrar	Joe Hite		
Director of Information Technology	Jim Binion		
Director of Quality Enhancement	Dr. Donnie Kirk		
Director of Financial Aid	Melissa Elliott		
Early College Start Coordinator	Melissa Moore		
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler		
Division Chair- Math and Science, Math Instructor	Paula Whitman		
Division Chair - Communications, English Instructor	Joe Johnston		
Division Chair- Information and Industrial Technology, Industrial Automation Instructor	Mark Holcomb		
Director Admissions/Records	Amanda Raines		
Mathematics Instructor	Dr. Brad Beauchamp		
English Instructor	Cindy Coufal		
Government Instructor	Kirk Polk		
ADN Instructor	Beth Arnold		
English Instructor	Dean Johnston		
Professional Staff	Gene Frommelt		
Student Government Representative	Shealeigh Jones		

Call Meeting to Order

Review Approved Minutes for previous meetings (Exhibit A) – Electronic Vote collected November 23, 2015.

General Business Report - DE Chair
Distance Education
- SACSCOC
  Final narrative for DE portions in progress – final submission date Monday, August 14, 2017.
- Distance Education Instructor Handbook
    o Learning Management System
    o Course Development (outlined in VC ROI)
    o Course Standards (outline in VC ROI)

Quality of Online Instruction
- Update on Online/Course Evaluations

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Online Technology
- Alternatives to Turnitin (Anti-plagiarism tool) Canvas
- Proctored Assessments (solutions)
  - Respondus Monitor
  - AMATYC

Upcoming DE Professional Development/Training Opportunities
- Sign Up Scheduler
- OfficeMix
- Qwizdom Student Response System "Clickers"
- Canvas Pages – Course Designs
- CanvasCon SMU – Monday, March 13 Cost $49 in Dallas, TX

Next Meeting – TBA March 2017
Adjournment

Meeting Notes: