

Minutes – Meeting 13
Distance Education Committee
Vernon College

September 4, 2015 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	Melissa Moore	X	
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	
Director Admissions/Records	Amanda Raines		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 Scarborough		X
Professional Staff	Gene Frommelt	X	
Student Government Representative	Sjohonton Fanner		X

Meeting 13 was called to order at 10:01 AM. Minutes of M12 were presented to the committee members present. Jim Binion made a motion to accept the minutes as presented, Criquett Lehman seconded the motion, no discussion was necessary. All members present approved the motion, the motion was carried.

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Chair of DE presented the General Business Report, items discussed were:

Quality of Online Instruction

The tool used to evaluate the quality on online/hybrid courses has been revised see Exhibit B - Draft Rubric of Online Instruction (ROI) Revisions of the tool were presented to the DE committee.

Evaluation Plan

All courses migrated from Blackboard to Canvas, Vernon College's new learning management system (LMS) will use the tool before migrating course content Self-evaluations will be conducted over spring/summer 2016.

Chair of DE presented the following information regarding online technologies.

Online Technology

Canvas (LMS)

The plan for Canvas migration will be complete by Fall 2016. Training of Trainers will begin this semester (fall 2015). A sign up list of trainers has been collected. PD training for all faculty will begin in the Spring of 2016 and be held through Summer of 2016. The training will include all Vernon College faculty and staff. Different levels of training will be available from staff users for committee purposes to complete online faculty training, and training for instructors who use Canvas as a supplement to their face to face courses.

Online Streaming Videos (Helix Replacement)

Vernon College will continue to use Helix/Medial for video streaming within Canvas, just as used with our current LMS of Blackboard.

Next Meeting – To be determined, the Distance Education Committee would meet as a subcommittee consisting of Division Chairs over the next semester(s) until full migration and implementation to Canvas by Instructure LMS has been complete.

Meeting was adjourned at 10:40am.