

Minutes– Meeting 15
Distance Education Committee
Vernon College

October 27, 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	X	
Dean of Student Services	Jim Nordone		X
Dean of Admissions and Financial Aid/Registrar	Joe Hite	X	
Director of Information Technology	Jim Binion		X
Director of Quality Enhancement	Dr. Donnie Kirk	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	Paula Whitman	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	
English Instructor	Misty Brock		X
Government Instructor	Kirk Polk		X
ADN Instructor	Beth Arnold	X	
English Instructor	Dean Johnston	X	
Professional Staff	Gene Frommelt	X	
Professional Staff	Criquett Lehman	X	
Student Representative	Mason Huse	X	

Minutes:

DE Meeting 15 was called order at 11AM. The minutes of meeting 14 were presented to the committee, Greg Fowler made a motion to approve presented minutes, with a second by Criquett Lehman, all members present voted to approve with no opposition. Motion carried to approve DE 14 meeting minutes.

The chair presented the general business report; the status of SACSCOC draft narratives for distance education portion will be out for review in the next few weeks. An update was given on the Distance Education Instructor Handbook Task Force, the task for identified the table of contents to be including in the handbook. A suggestion was made to not just have a handbook but to present the handbook in an interactive format, that could serve as an instructor training portal as well. The DE Instructor Handbook would serve as a framework for final production to be published in the VCIC Canvas course. A motion was made by Greg Flower to create, produce and publish the DE Instructor Handbook as a framework for final production to be published in the VCIC Canvas course. Cindy Coufal seconded the motion, all

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members present voted to approve the motion with no opposition. The DE chair would take responsibility to oversee the creation, production and publication of such course.

Updates were given on the following:

Quality of Online Instruction

Update on Online/Course Evaluations – more than 50% of fall online courses have been reviewed. All fall 100% online courses will be evaluated in the fall 2017 using the Rubric of Online Instruction (ROI) tool. Instructors would be notified of the findings in late fall or early spring. One on one trainings and/or generalized professional development will be presented in the spring of 2018.

Online Technology

Ongoing evaluation of tools are being explored and reviewed. The tool being explored presently within Canvas, is Big Blue Button. The goal is to get instructors to utilize this free tool more to host collaborative class sessions. Additionally, the chair is exploring potential media server options that aid in ADA compliance for videos. There are several products that will be piloted late fall and spring. Our current media server is Media Server (Medial/ AKA Helix), VC currently hosts and supports the server.

Lastly, proctored assessments were discussed and it was determined by the committee that no action nor further exploration was necessary at this time. Current practices are sufficient at this time.

Upcoming DE Professional Development/Training Opportunities

Reset for Rigor Series continues for the fall of 2018 with online sessions.

Next meeting will be announced at a later time.

Meeting adjourned at 11:40am. Criquett Lehman made the motion; Greg Fowler seconded.