

Minutes – Meeting 10
Distance Education Committee
Vernon College

May 9, 2014 ▪ 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	Jessica Bennett	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	
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 Jordan-Scarborough		X
Professional Staff	Gene Frommelt		X
Student Government Representative	Sjohnton Fanner	X	

Meeting 10 was called to order at 10:04 AM.

Exhibit A (Meeting 8 Minutes), and Exhibit B (Meeting 9 Minutes) were presented to the committee for review and approval. Minutes were reviewed and no discussion or corrections were noted. Criquett Lehman made the motion to approve Meeting 8 & 9 Minutes as presented, Melissa Elliott seconded the motion, all members' present voted in favor to approve the minutes. Motion carried.

In the General Business Report, Roxie updated the committee on progress in regards to the DE manual, revisions were in progress, and by June 2014 an electronic vote will be requested in order to approve the final version. Minor changes to be made include, the overall outline and organization as well as cross reference to all Vernon College existing policies and official handbooks (employee, student, and general catalog).

The committee was also updated on the status of the SACSCOC Fifth Year Interim Report, with regards to Distance Education. Distance Education is no longer a standalone requirement/standard, but rather is addressed throughout several requirements/standards of the report. Three requirements of that address directly Distance Education are FR 4.8.1, FR 4.8.2, and FR 4.8.3. These sections of the Fifth Year Interim Report will be written, reviewed, approved, and finalized prior to Fall 2014.

Minutes – Meeting 10
Distance Education Committee
Vernon College

The chair informed committee members that by fall 2014, a process for assessing online and/or hybrid courses will be finalized. The Rubric for Online Instruction (ROI, tool adopted by DE committee Fall 2011) will be utilized to assess these courses. Details will be discussed in the fall 2014 DE meeting. Process is addressed as FR 4.2 Program Curriculum of SACSCOC Fifth Year Interim Report.

Three instructors have volunteered to pilot Respondus Monitor over the summer, Dr. Brad Beauchamp, Mr. Jason Scheller, and Mrs. Mary Rivard. Details and training for the summer pilot will be reported on in the fall.

The next meeting is scheduled for fall 2014. Meeting adjourned at 10:43 AM.