

**Agenda – Meeting 12**  
**Distance Education Committee**  
**Vernon College**

February 6, 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		
Dean of Instructional Services	Dr. Gary Don Harkey		
Dean of Student Services/Athletic Director	John Hardin III		
Dean of Admissions and Financial Aid/Registrar	Joe Hite		
Director of Information Technology	Jim Binion		
Director of Quality Enhancement	Criquett Lehman		
Director of Financial Aid	Melissa Elliott		
Early College Start Coordinator			
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler		
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg		
Division Chair - Communications, English Instructor	Joe Johnston		
Division Chair- Information and Industrial Technology, Industrial Automation Instructor	Mark Holcomb		
Mathematics Instructor	Dr. Brad Beauchamp		
English Instructor	Cindy Coufal		
Government Instructor	Kirk Polk		
ADN Instructor	Beth Arnold		
ADN Instructor	Christine Reece		
Professional Staff	LeAnn Jordan-Scarborough		
Professional Staff	Gene Frommelt		
Student Government Representative	Sjohnton Fanner		

**Call Meeting to Order**

**Approve Minutes for previous meetings** (Exhibit A) – Action Item

**General Business Report**

DE Chair

**Distance Education**

- **SACSCOS**  
Fifth Year Referral Report (Exhibit B)
- DE – Instructor Section
  - Employee Handbook and Faculty/Adjunct Job Descriptions

**Quality of Online Instruction**

Rubric of Online Instruction (ROI) – (Exhibit C)

- Review Fall 2014 Courses
- Overall Findings
- Review of the following Documents:
  - Instructor Job Description (Exhibit D)
  - Adjunct Instructor Job Description (Exhibit E)
  - Employee Handbook DE Section (Exhibit F)
    - Reference EB (Local) – (Exhibit F.1)
    - Reference ED (Local) – (Exhibit F.2)

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- Recommendations –
  - Add EBA (Legal) – (Exhibit F.3) to Employee Handbook DE Section and reference in instructor job descriptions
  - Revise ROI tool for functionality align with THECB Principles of Good Practice (Exhibit G) see example (Exhibit H)
  - Process Change
    - Step 1 - DE Course Reviewers (Dr. Beauchamp & Roxie Hill) evaluate course using revised ROI
    - Step 2 – Results given to Division Chairs and Dean of Instruction. At this point an appointed Subject Matter Expert (SME) can be requested.
    - Step 3 – Interventions/Modifications
    - Step 4 – Re-Evaluate Course
    - Step 5 – Final Decisions by Division Chairs and Dean of Instruction
  
- Evaluation Plan
  - Professional Developments in March throughout summer 2015.
  - Self-Evaluations will be required of all online courses being taught summer and fall 2015.
  - Continued Evaluation of courses according to VC DE quality plan.

**Online Technology**

- ProctorU
- Respondus Monitor

**VC Annual Action Plan 2015-2016**

- Priority Initiative #2, Objective #1, Action #3
  - Initiate implementation of pre-requisite requirements (SmarterMeasure, Academic Standing, TSI status, etc.) for enrollment in online courses based on the recommendations of the DE committee.

**Next Meeting – March 6 at 10 AM**  
**Adjournment**

**Meeting Notes:**