

Minutes – 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	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	
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 12 was called to order at 10:03 AM.

Minutes of M11 were presented. Greg Fowler made a motion to approve minutes for Meeting 11, John Hardin III seconded the motion. All members present approved, the motion carried.

Chair of DE presented the General Business Report, items discussed

Distance Education
SACSCOC

Fifth Year Referral Report was received on January, 13, 2015, no recommendations nor follow ups were requested regarding: F R 4.8.1; FR 4.8.2; or FR 4.8.3.

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Quality of Online Instruction Recommendations

Recommendation was made to add the reference of Texas Association of School Boards (TASB) EBA Legal reference (See Exhibit F.3, M12), to the instructor job descriptions. The addition of the reference would document the adherence and alignment of Distance Education standards and criteria set by the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Exhibits D, E, F, F.1, F.2, F.3. A motion was made by Greg Fowler, and seconded by Joe Johnston, all members present approved, the motion carried.

Rubric of Online Instruction (ROI) will be revised over the spring and summer, the process will include the following steps. Once the ROI is revised and approved by the DE committee, professional development sessions will be conducted and the process will be as follows:

Step 1 - DE Courses will be reviewed/evaluated using revised ROI.

Step 2 – Results will be given to the Division Chairs and Dean of Instruction. At this point an appointed Subject Matter Expert (SME) can be requested.

Step 3 – Interventions

Step 4 – Re-Evaluate Course

Step 5 – Division Chairs and Dean of Instruction – Final Action

- Evaluation Plan
 - Professional Developments beginning in spring.
 - Self-Evaluations will be required as defined by protocol. Protocol includes, but is not limited to:
 - New faculty
 - Low eSIR II scores
 - Request of Division Chair or Dean of Instruction
 - Student Complaints
 - Continued Evaluation of courses according to our DE plan.

Online Technology

On going evaluations will continue as needed for online testing proctors. At the time of the meeting, no need to pursue a service was voiced as Vernon College proctored testing needs are being met with our in house testing department. The two services evaluated were ProctorU and Respondus Monitor.

VC Annual Action Plan 2015-2016

In the next academic year Priority Initiative #2, Objective #1, Action #3 will need to be evaluated for possible implementation of pre-requisite requirements (SmarterMeasure, Academic Standing, TSI status, etc.) for enrollment in online courses based on the recommendations of the DE committee.

Meeting was adjourned at 10:55.