

**Minutes – Meeting 4**  
**Distance Education Committee**  
**Vernon College**

April 9, 2012 ▪ 2:30PM ▪ VER RM 204, CCC RM 300

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	
Computer Specialist	James Graham	X	
Director of Quality Enhancement	Criquett Lehman	X	
Director of Financial Aid	Melissa Elliott	X	
Early College Start Coordinator	Jessica Sutherland	X	
Assistant Registrar	Sarah Davenport	X	
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler		X
Associate Dean, Career and Technical Education	Shana Munson	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	
English Instructor	Cindy Coufal	X	
Government Instructor	Larry Jordan		X
Professional Staff	LeAnn Jordan	X	
Professional Staff	Gene Frommelt	X	
Student Government Representative	Sjohnton Fanner/	X	

- **Call Meeting to Order**  
Meeting was called to order by Committee at 2:32PM.
  - **Approve Minutes for previous meeting**  
Jim Binion moved to accept the March 28, 2011 minutes. Criquett Lehman seconded, all members present voted in favor.
  - **General Business Report**
    - DE Chair
      - **Distance Education Documents**
        - DE Manual (Exhibit A)
        - Subcommittee appointees
          - Greg Fowler
          - Joe Johnston
          - Jessica Sutherland
          - Gary Don Harkey
          - Criquett Lehman
- Goal is to update and approve the DE manual by next academic year. The subcommittee will provide input and changes in assigned areas of the manual.

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- **Blackboard (Bb) Learn 9.1 Update**
  - Update/Statistics
    - Backup Planned for May 15, 2011 12AM
    - File Management planned to follow policy – based on Exhibit B approval for Summer 2012.
  - Training
    - All training is conducted online. Requirement to complete all modules prior to teaching online in Blackboard
    - 10 hours of clock time – 5 Modules (2 hours each)
      - Module 1: Rubric for Online Instruction
      - Module 2: Getting Started
      - Module 3: Assignments
      - Module 4: Assessments
      - Module 5: Grade Center
  - Rubric for Online Instruction (ROI)
  - Mapped with eSIR II results
    - Discussions will begin with Dean of Instruction and Division Chairs to carry on the oversight and management of practices entailed with the ROI.
  - **Policies on Course Availability (Restored Courses)**
  - Proposed policy (Exhibit B, Action Item)
    - Policy presented, floor opened for discussion. No concerns voiced.
    - Criquett Lehman moved to accept and approve the Blackboard Learn Policy (Exhibit B), Cindy Coufal seconded, all members present voted in favor of the motion. Motion carried.
  - **Respondus LockDown Browser**
  - Update
    - Site licensed purchased and installed on all library computers and computer labs on all campuses.
  - **Helix Media Library**
  - Update
    - Software and hardware was purchased (Spring 2012)
    - Internal You Tube system
    - Videos and multimedia hosted on this server
    - Integrates with LMS – Blackboard
  - **Authentication Online Students**
  - Dr. Gary Don Harkey
    - Computers Science instructors are researching the options.
    - We will continue to monitor accrediting bodies for future madates.
  - **Updates/Reminders**
  - Future Meeting Dates
  - May/June - DE Manual Subcommittee
  - August - Electronic Meeting approve DE Manual
  - October – Regular meeting
  - **Adjournment**
- Meeting was adjourned at 3:15PM.