

Minutes – Meeting 5
Distance Education Committee
Vernon College

November 12, 2012 ▪ 1:00PM ▪ 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 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

The meeting was called to order at 1:01pm.

Approve Minutes for previous meeting

Dr. Gary Don Harkey moved to accept the April 9, 2012 minutes as presented. Shana Munson seconded the motion, all members present voted in favor.

General Business Report

DE Chair, Roxie Hill reviewed the training dates for Helix Media Library (HML). Training dates scheduled for December 3 – 14. Full implementation date for HML is set for the spring 2013 semester. Additional trainings would also be held during faculty development week in January 2013.

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Distance Education

DE Chair, Roxie Hill reviewed our current distance education program with respect to compliance and quality. On initial review and cross reference – Compliance with Southern Association of Colleges and Schools (SACS) & Texas Higher Education Coordinating Board (THECB) is our focused priority moving forward.

- Quality of Courses (Adopted ROI Fall 2011)
 - Aligns with THECB DE Principles of Good Practice
Goal is to meet and be fully compliant with practices as defined in SACS CS3.4.1 and 3.4.12
- End of Semester Course Review (ESCR) comparison of DE vs. F2F
 - Measure Student Learning
Goal is to meet and be fully compliant with practices as defined in SACS CS3.3.1

DE Chair, Roxie Hill also communicated that Fifth-Year Interim Review (Class 2014) is approaching new items to be addressed directly related to Distance Education include:

- FR 4.5 Student Complaints
- FR 4.8 Distance and Correspondence Education

All items mentioned will be included in the revised edition of the DE Manual due for approval in spring 2013. Dr. Gary Don Harkey added that practices and policies needed to be reevaluated for compliance. Specifically in FR 4.8 when looking at levels of authenticity – more stringent practices are required in the future, all schools need to have policies in place.

The reevaluation process will also include restructuring of the Distance Education department. The need is becoming more evident to better serve students and enhance student success through quality online instruction in addition to greater emphasis from external accreditation bodies. The question was posed to the faculty present in the room, if they felt the same need. Cindy Coufal, faculty representative voiced agreement.

Documentation

DE Chair, Roxie Hill provided an update on the DE Manual status

- Revision of DE Manual will include the aforementioned
- Date for committee to approve is firm Spring 2013

Student Evaluation of Instruction (SIR II) were also discussed the SIR II surveys are the instruments of choice for Vernon College for faculty evaluations. Dr. Gary Don Harkey addressed the committee in the rationale for using this instrument. Aggregate Data is provided to Vernon College, additionally the SIR II aligns with the Rubric for Online Instruction.

Student Orientation

Student Orientation was discussed, DE Chair Roxie Hill reported that she held Blackboard Orientation – Fall 2012 through CSA coordination during on-site registration with 43 Attendees. It was also reported that faculty have requested that orientation for online course be a requirement for new online students. Discussion concluded that a recommendation would be made by the Student Success Course Task Force. In the meantime, the DE Chair would coordinate efforts with Student Services to include information regarding online courses such as, activating student email, and accessing Blackboard, etc. within New Student Orientation (NSO) during the spring 2013 semester.

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Blackboard (Bb) Learn 9.1 Update

DE Chair, Roxie Hill provided an update for the approaching scheduled upgrade to Service Pack 10

- Enhancement/Features
 - Assessment Item Analysis
 - Enterprise Surveys and Course Evaluations
- Schedule of upgrade
 - January 5 (After December mini-semester grades due January 4).

Additionally, it was communicated that Vernon College has selected Blackboard Collaboration to replace WIMBA. Sundown of WIMBA has arrived, WIMBA and Elluminate were acquired by Blackboard, now referred to as Blackboard Collaborate. The plan is to migrate to Collaborate in December 2012. The plan is to teach out in WIMBA Spring 2013 end our contract in May. There will be no impact on the Spring 2013 courses.

2011 Distance Education Survey Results

DE Chair, Roxie Hill shared the [2011 Distance Education Survey Results](#) published 2012 by the Instructional Technology Council. The information highlighted were as follows.

- Institutions Surveyed p.7
- Administrative Challenges p.9
- LMS p.10
- Enrollment Caps p.12
- Faculty Training p.17
- Student Challenges p.18

No discussions were held on this information.

Adjournment

Meeting was adjourned by chair at 2:00PM. Next meeting scheduled for Spring 2013.