Minutes– Meeting 7
Distance Education Committee
Vernon College

April 12, 2013 ▪ 11:00AM ▪ 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		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 at 11:06 am.

Approve Minutes for previous meeting (Exhibit A) – Action Item
Melissa Ellliott made the motion to approve minutes as presented. Criquett Lehman seconded the motion, all in favor of approving the minutes. Motion passed.

General Business Report
DE Chair discussed the following agenda items with the committee:

Distance Education
- **Manual**
  Outline (Exhibit B) layout was presented, each area of the manual explained and the layout rationale. Different components of the DE manual would all come together as the live document would be available online by fall 2013. The live document is defined by links to documents currently residing on the current website.
  Deadline goal to complete the task-May 16, 2013

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- **Accreditation and Mandates** updates were communicated to the committee on an informational basis. The items listed below were reports submitted for compliance purposes. The Southern Regional Education Board (SERB) – Electronic Campus – **Courses Submitted March 2013** was a onetime submission.
  The Southern Association of Colleges and Schools (SACS) – Fifth Year Interim Report – **Draft Submitted March 2013,** this is work in progress document areas outline for the DE are; FR 4.8-4.8.1; 4.8.2; 4.8.3 Distance and Correspondence Education, and; 3.13.4 Review of Distance Learning Programs. The DE manual will address these requirements as mandated.

- **Quality of Online Instruction**
  Committee discussed the Rubric of Online Instruction and the need to update the existing document and request that instructors teaching online and/or in a hybrid format complete the ROI. Goal was to send out spring 2013.

- **Blackboard (Bb) Learn 9.1 Upgrades**
  Annual Client Review was conducted and as a result a;
  - Scheduled Upgrade April 28,2013 1AM CST – Downtime
    - Oracle latest version
    - Fix errors tune configuration parameters enhance performance and decrease latency
  - Upgrade to Service Pack 11 and Building Blocks (May 10, 2013) – No Downtime

- **Online Tools** such as Blackboard Collaborate will be piloted spring/summer 2013 with full implementation to begin in the fall 2013. This product will replace WIMBA as it was purchased by Blackboard.

Meeting was adjourned at 11:45 am. Next meeting scheduled for Fall 2013.