

Minutes– Meeting 14
Distance Education Committee
Vernon College

February 17, 2017 11:00AM ▪ 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	Jim Nordone	X	
Dean of Admissions and Financial Aid/Registrar	Joe Hite	X	
Director of Information Technology	Jim Binion	X	
Director of Quality Enhancement	Dr. Donnie Kirk	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	Paula Whitman	X	
Division Chair - Communications, English Instructor	Joe Johnston		X
Division Chair- Information and Industrial Technology, Industrial Automation Instructor	Mark Holcomb		X
Director Admissions/Records	Amanda Raines		X
Mathematics Instructor	Dr. Brad Beauchamp	X	
English Instructor	Cindy Coufal	X	
Government Instructor	Kirk Polk	X	
ADN Instructor	Beth Arnold		X
English Instructor	Dean Johnston	X	
Professional Staff	Gene Frommelt	X	
Student Government Representative	Shealeigh Jones	X	

The meeting was called to order at 11:04am. The committee reviewed M13 electronically approved meeting minutes from November 23, 2015.

The committee chair shared the following updates with the committee.

- SACSCOC - Final narrative for DE portions in progress – final submission date Monday, August 14, 2017.
- Distance Education Instructor Handbook in need of revision. Dr. Harkey proposed that this task be carried out with a task force of instructors to review the following:
 - Learning Management System
 - Course Development (outlined in VC ROI)
 - Course Standards (outline in VC ROI)
 - Task force members– Dr. Beauchamp, Cindy Coufal, Mike Ruhl, Linda Kalski, Bettye Hutchins, Dean Johnston, Betha Rutledge, Tom Hickey and Jeff Feix

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- Quality of Online Instruction - Update on course evaluations for online and hybrid courses are set to begin will fall 2017 Canvas courses.
- Online Technology – The committee chair shared with the committee the update on alternatives to our current Turnitin (Anti-plagiarism tool) Canvas. The tool we are reviewing is called Vericite. The product is highly recommend by Canvas and the cost is more feasible. Dr. Harkey made a motion to switch from Turnitin to Vercite mid semester – Greg Fowler seconded the motion, all members voted to accept. Motion carried. Roxie Hill would make arrangements for the transition in the next week.
- Proctored Assessments – The committee chair opened the floor for discussion on proctored assessment solutions. Respondus Monitor and American Mathematical Association of Two Year Colleges (AMATYC) were discussed as possible solutions to explore in the future. The discussion was tabled to look at in the future if and when there is a problem with proctoring assessments at Vernon College.
- Upcoming DE Professional Development/Training Opportunities – The committee shared the upcoming PD opportunities with the committee
 - Sign Up Scheduler
 - OfficeMix
 - Qwizdom Student Response System “Clickers”
 - Canvas Pages – Course Designs
 - CanvasCon SMU – Monday, March 13 Cost \$49 in Dallas, TX

The next DE Committee meeting will be announced at a later date. The meeting was adjourned at 11:53am.