

**Minutes – Meeting 16**  
**Distance Education Committee**  
**Vernon College**

January 26, 2018 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 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	
English Instructor	Misty Brock	X	
Government Instructor	Kirk Polk		X
ADN Instructor	Beth Arnold		X
English Instructor	Dean Johnston	X	
Professional Staff	Gene Frommelt	X	
Professional Staff	Criquett Lehman		X
Student Representative	Bryce Brinkley	X	

**Minutes**

DE Meeting 16 was called to order at 10:01AM. The minutes of meeting 15 were presented to the committee, Melissa Elliott made a motion to approve presented minutes, with a second by Dean Nordone, all members present voted to approve the minutes with no opposition. Motion carried to approve DE 15 meeting minutes.

**SACSCOC**

The chair presented general business report, the committee was updated regarding the DE portion for the SACSCOC 10 year reaffirmation report. Dr. Hardt reviewed the DE portion and suggested that some background information be added to the narrative in order to clarify; number of online course offerings, and the population in online course offerings. The changes will be made to the final submission of DE reports as suggested by Dr. Hardt.

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**INSTRUCTOR FRAMEWORK COURSE**

An update was given to the committee regarding the Instructor Framework Course for NEW and CURRENT Instructors. The framework/information provided in the course will provide the information previously presented via the Distance Education manual, with an addition of detailed training for Canvas Learning Management System (LMS). Future enhancements to the course may cover the new Student Information System (SIS) portal and instructor policies as covered/presented in the Fall New Faculty/Adjunct annual trainings. Final release of the Canvas training portion will be available by Fall 2018, and a preview will be presented in the April 20, 2018 meeting.

**QUALITY OF ONLINE INSTRUCTION**

Next, an update on the Fall 2017 Rubric for Online Instruction (ROI) reviews were presented. The ROI review process was explained, as well as the overall statistics. Thirty-one (31) online courses were evaluated, Vernon College received an overall grade of “B”. Follow-ups will be conducted with the instructors of these courses over the spring semester. ROI Reviews will resume in late spring reviewing hybrid courses.

**ONLINE TECHNOLOGY**

Ongoing evaluation of current and new tools are being reviewed and explored. Big Blue Button will be used more this semester, exploration of CidiLabs will be explored. A small task force is reviewing Video Streaming Solutions this semester.

**UPCOMING DE PROFESSIONAL DEVELOPMENT/TRAINING OPPORTUNITIES**

Watch for specific updates on the Professional Development Calendar for these opportunities.

Next meeting is scheduled for Friday, April 20<sup>th</sup>.

Meeting was adjourned at 10:39am. Greg Fowler mad the motion; Dean Nordone seconded.