

Minutes – Meeting 8
Distance Education Committee
Vernon College

September 20, 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	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 Bennett	X	
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	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	Kirk Polk		X
ADN Instructor	Beth Arnold		X
ADN Instructor	Christine Reece		X
Professional Staff	LeAnn Jordan-Scarborough	X	
Professional Staff	Gene Frommelt	X	
Student Government Representative	Sjohnton Fanner		X

Call Meeting to Order

The meeting was called to order at 11:01AM.

Approve Minutes for previous meeting (Exhibit A) – Action Item

Melissa Elliott made the motion to approve the minutes as presented. Jessica Bennett seconded the motion, all in favor of approving the minutes. Motion passed.

General Business Report

DE Chair

Distance Education

- **Manual Update**

Updates are still in process with the manual. The manual release has been pushed back to fall 2013, a delay in the release is attributed to concurrent compliance and mandate checks.

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General Business Report

DE Chair

Distance Education (continued)....

Accreditation and Mandates

Fifth Year Interim Report –DE manual will reflect compliance as mentioned in previous manual update section.

2013 Distance Education Survey – Instructional Technology Council – Exhibit B- highlights of the survey presented to the committee included changes to policies, practices and procedures in the areas of:

- Financial Aid (pg.4)
- State Authorization for Institutions offering distance education to out-of state students (pg.5)
- Student Authentication (pg.7)

Highlights also mentioned pertained to:

- Massive Open Online Courses (MOOCs) phenomenon (pg.2)
- Distance Education Enrollment Growth (pg. 9)

• **Quality of Online Instruction**

Rubric of Online Instruction – modifications/enhancements are in progress. The revised ROI will be release at the end of fall 2013/spring 2014 for instructors to complete on their hybrid/online course(s).

• **Online Technology**

The following technologies were highlighted.

- Blackboard Collaborate Update
Training conducted at the beginning of the fall 13 semester online, more online trainings will occur throughout the semester for 3 hours of Professional Development credit.
- Blackboard Update
Scheduled upgrade to service pack 12 is set for December 2013, new features will include features such as inline grading and texting option to student (one way communication) to name a couple. Additionally, a Blackboard representative will be on campus in the Spring 2014 to highlight/train on the new functions and features.
- Testing (Respondus Monitor)
Software to protect integrity of online tests using LockDown Browser with webcam and video technology. The product was overviewed and screen shots were provided to the committee. As a current subscriber to LockDown Browser, Vernon College would be given a free 2 month trial of Respondus Monitor. The committee discussed pros and cons of this technology and made a decision to pilot Respondus Monitor in the spring of 2014 with a few instructors in mind. Other products have been reviewed to date to include Proctor U. The advantage of Respondus Monitor is the feasibility and streamlined integration with LockDown Browser. Instructors and pilot dates will be decided at the next meeting.

Next Meeting is scheduled for Friday, November 22.

Meeting was adjourned at 11:52AM.