

Agenda – 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		
Dean of Instructional Services	Dr. Gary Don Harkey		
Dean of Student Services/Athletic Director	John Hardin III		
Dean of Admissions and Financial Aid/Registrar	Joe Hite		
Director of Information Technology	Jim Binion		
Computer Specialist	James Graham		
Director of Quality Enhancement	Criquett Lehman		
Director of Financial Aid	Melissa Elliott		
Early College Start Coordinator	Jessica Sutherland		
Assistant Registrar	Sarah Davenport		
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler		
Associate Dean, Career and Technical Education	Shana Munson		
Division Chair- Math and Science, Math Instructor	Dr. Karen Gragg		
Division Chair - Communications, English Instructor	Joe Johnston		
Division Chair- Information and Industrial Technology, Industrial Automation Instructor	Mark Holcomb		
English Instructor	Cindy Coufal		
Government Instructor	Larry Jordan		
Professional Staff	LeAnn Jordan		
Professional Staff	Gene Frommelt		
Student Government Representative	Sjohnton Fanner/		

Call Meeting to Order

Approve Minutes for previous meeting

General Business Report

DE Chair

Helix Media Library

- Training Dates
 - December 3 - 14
- Implementation Date
 - Spring 2013

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Distance Education

- **Program**
 - **Checklist**
 - **Cross Reference – Compliance with SACS & THECB**
 - **Quality of Courses (Adopted ROI Fall 2011)**
 - **Aligns with THECB DE Principles of Good Practice**
 - **Meets SACS CS3.4.1 and 3.4.12**
 - **End of Semester Course Review (ESCR) comparison of DE vs. F2F**
 - **Measure Student Learning**
 - **Meets SACS CS3.3.1**
- **Texas Higher Education Coordinating Board (THECB)**
- **Southern Association of Colleges and Schools (SACS)**
 - **Fifth-Year Interim Review (Class 2014)**
 - **FR 4.5 Student Complaints**
 - **FR 4.8 Distance and Correspondence Education**

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- **Documentation**

- DE Manual Update

- Approval Date Extension
 - Policies
 - Appendices
- Student Evaluation of Instruction (SIR II)
 - Discussion
 - SIR II adequate or include additional
 - Clearly aligns with ROI (Example Weatherford College)
- Student Orientation pg. 10 DE Manual
 - Discussion
 - Requirement (Faculty Requesting)
 - Blackboard Orientation “Mandated” – Fall 2012 through CSA
 - 43 Attendees – Follow up planned this month

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- **Quality of Online Instruction**

Rubric for Online Instruction (ROI) aligned with Student Instructional Report (SIR II)

- Oversight and Management Practices

- **Blackboard (Bb) Learn 9.1 Update**

Upgrade to Service Pack 10

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

Online Tools

- Blackboard Collaboration
- Sundown of WIMBA
 - Upgrade to Collaborate December 2012
 - Teach out in WIMBA Spring 2013 end our contract in May
 - No impact on Spring 2013 courses

2011 Distance Education Survey Results

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

- **Updates/Reminders**

- **Adjournment**

Meeting Notes: