

**Agenda – 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		
Dean of Student Services/Athletic Director	John Hardin III		
Dean of Admissions and Financial Aid/Registrar	Joe Hite		
Director of Information Technology	Jim Binion		
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 (Exhibit A) – Action Item

General Business Report

DE Chair

Distance Education

- **Manual**
Outline (Exhibit B)
Deadline -May 16, 2013
- **Accreditation and Mandates**
Southern Regional Education Board (SERB) – Electronic Campus –
Courses Submitted March 2013
Southern Association of Colleges and Schools (SACS) – Fifth Year
Interim Report – **Draft Submitted March 2013**
FR 4.8-4.8.1; 4.8.2; 4.8.3 Distance and Correspondence Education
3.13.4 Review of Distance Learning Programs

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- **Quality of Online Instruction**
Rubric of Online Instruction – requested completion end of May 2013

- **Blackboard (Bb) Learn 9.1 Upgrades**
Annual Client Review
 - 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
 - Blackboard Collaboration – Pilot (Joe Johnston, Greg Fowler, Nancy Smith)

Next Meeting – Electronic Approval of DE Manual May 30

- **Adjournment**

Meeting Notes: