

**Minutes – Meeting 9**  
**Distance Education Committee**  
**Vernon College**

November 22, 2013 ▪ 11:00AM ▪ VER RM 423, CCC RM 717

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
Mathematics Instructor	Dr. Brad Beauchamp		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**

Meeting was called to order at 11:05 AM

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

Quorum was not present table – minute approval to meeting 10

**General Business Report**

DE Chair reviewed the following items with committee members present.

**Distance Education**

- Manual Review – Exhibit B is in the final draft mode. DE manual will be added to website in the spring of 2014.
- **Accreditation and Mandates**  
 Fifth Year Interim Reports are underway – DE and Correspondence education is covered in all aspects of the SACSCOC Fifth Year Interim Report. There are three sections where DE is covered:  
     FR 4.8.1  
     FR 4.8.2  
     FR 4.8.3

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- **Quality of Online Instruction**  
Rubric of Online Instruction – will undergo modifications/enhancements to use following the spring 2014 session.
  
- **Online Technology**
  - Blackboard Collaborate- Update was given on usage. Tutoring is now using Collaborate to service our online Distance Education students for online tutoring of Accounting, Nursing and Mathematics.
  - Blackboard Service Pack Upgrade – Scheduled for December 2013. Blackboard Solutions Engineer will be onsite in January for faculty demonstration and QA session.
  - Testing (Respondus Monitor) – volunteers will be sought for spring or summer 2014 pilot. Respondus Monitor was demonstrated and explained. This is an online testing integrity tool to use in conjunction with Respondus LockDown Browser within Blackboard Learn.

Next Meeting – Spring 2014

- **Adjournment at 11:30 AM**