Minutes – Meeting 2
Distance Education Committee
Vernon College

March 28, 2011 ▪ 10:00 AM ▪ VER RM 423, CCC RM 205

- **Call Meeting to Order**
  - Meeting was called to order by Committee Chair Roxie Hill, Instructional Design and Technology Coordinator at 10:01 AM.

  - Members Present:
Dr. Gary Don Harkey	Dean of Instructional Services
Joe Hite	Dean of Admissions and Financial Aid/Registrar
John Hardin III	Dean of Student Services/Athletic Director
Jim Binion	Director of Information Technology (IT)
James Graham	IT – Blackboard facilitator
Criquett Lehman	Director of Quality Enhancement
Jessica Sutherland	Early College Start Coordinator
Sarah Davenport	Assistant Registrar
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
Shana Munson	Associate Dean of Instructional Services
Joe Johnston	Division Chair- Communications
Mark Holcomb	Division Chair- Information & Technology
LeAnn Jordan	Advancement Services Specialist
Sjohonton Fanner	SGA or Student Forum rep
Chad Mueller	Instructor

  - Not Present:
Melissa Elliott	Director of Financial Aid
Cindy Coufal	Instructor
Larry Jordan	Instructor

- **General Business Reports**

- Greg Fowler moved to accept the November 9, 2010 minutes. Karen Gragg seconded, motion was approved.

- General Business Report
  - Committee Chair: Roxie Hill updated the committee on the following items.
    - The Blackboard (Bb) Learn 9.1 training process, training checklist, and training schedule were explained to the committee. The spring 2011 training was scheduled to begin on April 11, 2011 and go throughout the summer with an online training available beginning by the summer 1 semester.

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· The process for the Rubric for Online Instruction (ROI) was explained to the committee along with the adaptions made, it was explained that a final revision of the ROI will be available and distributed in the fall 2011 semester with plans to begin using at the end of the fall 2011 semester. The Student Orientation and Assessments will be made available within each Blackboard Course and an assessment will be provided to the instructors in order to assess their level of knowledge and navigability within a Bb course. It would be up to the instructor to deploy the assessment and report statistics on the ROI. The rationale for the orientation and assessment were also explained. Rationale for tool utilization was to increase student retention, and to provide a higher level of success in an online course.

· Implementation dates were discussed the target date to fully migrate to Bb Learn 9.1 was announced to begin with the fall 2011 semester. A question was posed to the committee, "Does this target date seem too aggressive?" A second question was posed, "When will the current version of WebCT/Bb CE 8 be archived?" After in depth discussions, the motion was made by Gary Don Harkey to migrate to Bb Learn 9.1 as planned in the fall of 2011 and to archive WebCT/Bb CE 8 in the fall of 2012, in the event unexpected problems occurred with the migration process to the new platform, there is a backup plan available. Greg Fowler seconded, majority of the committee voted in favor of the motion, motion was approved.

· Two Bb processes were explained to the committee, the first was the process of enrolling students in Bb courses. Roxie Hill explained that, each instructor would be responsible for enrolling their students in respective courses in Bb Learn 9.1. This function would no longer be a duty of James Graham, Bb Administrator. Committee guest Chad Mueller, Instructor explained the importance of course availability and informed the committee that an online course should not be made available to any student prior to the first day of classes due to unfair advantage.

▪ **Adjournment**
   – Roxie Hill adjourned the meeting at 11:03 AM.