

Minutes – Meeting 3
Distance Education Committee
Vernon College

October 3, 2011 ▪ 10:00 AM ▪ VER RM 423, CCC RM 300

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
Computer Specialist	James Graham		X
Director of Quality Enhancement	Criquett Lehman	X	
Director of Financial Aid	Melissa Elliott		X
Early College Start Coordinator	Jessica Sutherland	X	
Assistant Registrar	Sarah Davenport	X	
Division Chair - Behavioral and Social Sciences, Government Instructor	Greg Fowler	X	
Associate Dean, Career and Technical Education	Shana Munson		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	Larry Jordan		X
Government Instructor	Chad Mueller		X
Professional Staff	LeAnn Jordan	X	
Professional Staff	Gene Frommelt		X
Student Government Representative	Sjohnnton Fanner/	X	

- **Call Meeting to Order**
 - Meeting was called to order by Committee Chair Roxie Hill, Instructional Design and Technology Coordinator at 12:06PM.

- **General Business Reports**

- Joe Hite moved to accept the March 28, 2011 minutes. John Hardin III seconded, motion was approved.

- General Business Report
 1. **Blackboard (Bb) Learn 9.1 Update**
 - **ROI (Pilot will be done at the end of the fall 2011 semester) Instructors will evaluate their online courses utilizing the ROI**
 - **Spring Recommendation by the division chairs that the evaluation and feedback process of ROI be conducted at the DC level.**
 - **Bb Statistics**

Minutes – Meeting 3

Distance Education Committee

Vernon College

- Number of active courses: 454
- Number of Active users: 2971
- Average Page views per day: 66,715
- Page Views on most active date: 85,047

- **Bb Representative Visit - Vernon College**

- John Floyd visiting CCC Tuesday, October 4 (DC and Dean of Instruction, Criquett and Myself)
- Agenda

Topics to likely be discussed are:

- What is the role of eLearning here at Vernon?
- What sort of things are you doing in response to the economic situation here in TX?
- Building online?
- Improving retention/persistence?
- Expanding reach/service area?
- Corporate partnerships?

How are you supporting online/hybrid instruction

- Technical infrastructure
- Human resources
- Course quality

2. Distance Education Website (Take to the WebSite)

- **New Log In Screen**
- **Student Orientation Guide**
- **Blackboard Information Page (will become DE Page)**
- **New (Smarter Measure)**

SmarterMeasure is an assessment that measures learner readiness. SmarterMeasure is an indicator of the degree to which distance learning and/or learning in a technology rich environment will be a good fit for you. It will help you prepare to be successful as a student. You are not penalized for guessing on SmarterMeasure, please enter an answer for each question on the assessment. Upon completion of SmarterMeasure you will receive a score report which will not only help you understand your strengths and opportunities for improvement, but will also provide resources to help you succeed. Remember, this assessment is strictly for your benefit. Take the time to rate yourself honestly.

Discussion on how we can utilize this tool at Vernon College.

Present plan is to make Smarter Measure available on the Vernon College website for students to take. This discussion regarding this tool will be tabled to a later date.

3. Authentication Online Students (Gary Don Harkey)

- Dr. Gary Don Harkey addressed the committee regarding Authentication of Online Students. Currently online testing is authenticated by login, as each individual is identified by unique username and password within Blackboard.

Minutes – Meeting 3
Distance Education Committee
Vernon College

Additionally, Richard Warren, Steven Underhill and Sharon (Mac) Wallace; Vernon College technology and computer science instructors are researching other practices and software as they become available in accordance to the mandates for online learners.

- 4. **Distance Education Documents (Gary Don Harkey)**
 - **DE Manual**
 - Revisions will be presented to the DE committee in Spring 2012
 - Deadline for revised/approved DE Manual is Summer 2012
 - **MOU**
 - Are up to date as of the fall 2011

- **Adjournment**
 - Roxie Hill adjourned the meeting at 12:38 PM.