



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

May 11, 2015

Room 801

2:30 p.m. – 4:00 p.m.

ATTENDANCE	<p>The Distance Education Committee Meeting was called to order at 2:30 p.m. by Coordinator Dale Crandall-Bear.</p>
1. Adoption of Minutes (4/27)	<p>Members present were Dale Crandall-Bear (DE Coordinator/Chair); Erin Duane (substitute Librarian); Mary Gumlia (COUN); Laura Maghoney (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); Christina Trujillo (LA); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Isabel Anderson (LA); Anne Bevilacqua (Interim Dean of SBS); Roger Clague (CTO); Neil Glines (Dean of LA); Sarah Nordin (AT&B); Sandra Rotenberg (Lib); and Randy Smith (MS)</p>
2. 2015 DE Institute	<p>Adoption of April 27 minutes will be addressed at the next DE Meeting.</p> <p>Draft Schedule for review. Dale said there are about 35 faculty members that have shown interest in the DE Institute and much of the audience will be new faculty. Dale shared a drafted DE Institute Schedule with committee members. The schedule listed different types of workshops. Committee members discussed what time slots would be best for each workshop. Dale asked for volunteers to do workshops. Dale said he wants to offer some open lab hours as well as the Canvas Training Courses during the DE Institute. The lab hour would allow instructors to work on his/her own development shell and receive help with them.</p> <p>Dale said Lauren would like to do a workshop on best practices, and Lindsay would like to do one on google hangouts. He mentioned we would have one outside speaker who is a representative from the Chancellor's Office to talk about the state-wide Online Education Initiative. Erin wants to do a workshop on <i>EasyBib</i>. Carol offered to do a</p>

workshop on *accessibility* and *Camtasia*. Dale said he would host the four *Canvas Training Course* workshops. Carol suggested that DE ask Glenn Burgess to do a workshop on *rubrics*. Erin offered to do a workshop on *rubrics* and *SpeedGrader*. Barbara offered to do a workshop on *Explain Everything*. Lauren offered to do a workshop on *Best Practices* if needed.

Dale asked everyone who plans to participate in the DE Institute to email him with a brief description for his/her workshop.

3. Evaluation of Correspondence Courses Pilot Program

Faculty Survey Results. Dale shared the survey with committee members. He asked if members had a chance to review the survey responses. Dale said 98-percent of the problems were with receiving materials back from the prison. Carol said the prison now has an in and out box for our courier, and this should help alleviate some problems. He said there was a significant delay in getting text books to the prison.

Dale said that instructors have indicated that on a positive note the students are highly motivated and are turning in high quality work. Dale pointed out that Rebecca LaCount commented that the lack of face-to-face meetings between the instructor and students made teaching a correspondence course more difficult. Dale said moving forward there will be four classrooms made available at the prison for instructors to teach face-to-face.

Course Packet Reviews. Dale reminded committee members that Senate through both sub-committees, Curriculum and Distance Education, voted to do Correspondence courses as a pilot program in the Spring 2015 semester only. The committees would then evaluate what was done before deciding to move forward.

Dale and committee members agreed that the recommendation for correspondence course packets should be that they are completed in full, organized, and reviewed before approved to go to the prison. The final exam would be the only exception in the event the instructor wants to send it later or proctor it. Correspondence packets should be ready two weeks before the semester start date. This will allow enough time to get the printed copies made, packed into envelopes and labeled.

4. Online Course Shell Reviews (faculty only)

SOCS 053B (BH)

DE faculty members proceeded to discuss course concerns. Upon completion of discussions, DE Coordinator Dale Crandall-Bear asked for a motion to approve or disapprove the course as a continued pilot.

Motion to disapprove – Laura; Seconded – Christina
Dale called for a vote to deny further offerings of the SOCS 053B Online class at this time.

VOTE: MOTION TO DISAPPROVE SOCS 053B (BH)

Erin Duane	YES
Laura Maghoney	YES
Barbara Villatoro	YES
Svetlana Podkolzina	YES
Lauren Taylor-Hill	YES
Mary Gumlia	YES
Christina Trujillo	YES
Dale Crandall-Bear	YES

(0) NO (8) YES (0) ABS MOTION PASSED

Dale will communicate this decision to the school Dean.

CIS 066 (JM) – Final

Faculty members who reviewed the shell recommended the course be approved with a Final status. Committee members accepted the recommendation to approve the course.

Adjournment

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for August 31 in Room 812 from 2:30 p.m. – 4:00 p.m.