

Distance Education Advisory Committee Meeting Minutes
Wednesday, October 27, 2010
2:00 p.m. – LI 215A

- Members Present:** Ana Thompson (Presiding), Michelle DeSalvo, Gary Donnelly, Marty Finch, Dino Madsen, Kerri Mahlum, Susan Nelson, Sharyn Polley (via telephone and WebEx), Dave Siemens, Peter Van Houten.
- Members Excused:** Ben Lareau, Margo Perry, Kathy Thatcher
- Members Absent:** Terry Gunderson, Bill Mixer, Jodi Schoonover, Todd Wykert
- Guests:** Pat Auflick, Liz Ott

I. Call to order

Meeting was called to order at 2:10pm.

II. Approval of minutes: September 29, 2010 meeting.

Liz moved approval of minutes, Susan seconded. Minutes approved as posted.

III. Announcements

- a. Dave is working on creating spring classes. They will be done this afternoon.
- b. Upcoming fall DEAC meeting – Last meeting for the semester is **Nov. 17, AD 174 - 2 PM**. Refreshments will be served.
- c. Last day of fall semester, **Thursday, December 16. Grades are due Monday, December 20 by 5 PM.**
- d. Natrona County School District is now using Moodle LMS. They have started using Moodle for their professional development. They will soon (within the next year) make Moodle available to the students. Remote Learner will hold trainings for NCSD; Casper College was invited to attend the trainings. Ana will send more information as she gets it.
- e. Moodle Gradebook training session – Oct. 28, 2010, 11 AM, BU 126
- f. Kryterion presentation, **November 5, 11 AM – 12:30 PM, CE 207**. "KRYTERION's Online Proctoring (OLP) solution involves state-of-the art technology including the use of biometrics, digital photographs and online certified proctors to deter and detect cheating

and authenticate student identity. Using patent-pending technology to lock down the browser, register unauthorized keystrokes (Cntrl PrtSc for example) and analyze test session behaviors such as response latency (answering a question too fast or too slow) alerts are sent to KRYTERION Certified Online Proctors to take appropriate action. Student identity is also authenticated prior to test launch by comparing biometric enrollment information with student account information such as a digital photograph and a unique keystroke profile. This combination of innovative techniques and technologies creates the opportunity for distance education institutions to securely deliver tests wherever students live, learn and work at anytime, seven days a week."

The presentation will be recorded for later view if you are unable to attend.

- g. WebEx online presentation, November 5, 2-3 PM. Ana sent the link to join the presentation. Please email us at distance_ed@caspercollege.edu if you did not receive the invitation but you want to attend the training. WebEx will install updates sometime in November or December. This will improve services and features of WebEx.
- h. Find news, tips and scheduled events at the DE Blog (ccdistanace.blogspot.com). We continually update the site.

IV. Reports

- a. ATC – Ana for Margo Perry

- 1. Usage

- 2008-09 total: 2,183

- 2009-10 total: **3,631** (166% of 2008-09)

- Fall 2010** ***677** - Total tests proctored through October 25, 2010

- * (445 tests have been administered since the September report to DE)

- 2. Other Wyoming Community Colleges

- As a courtesy, we have not charged students from other Wyoming Community Colleges the standard \$15 per test fee when they test in the ATC. It was our understanding that this was an informal reciprocal arrangement.

- However, it recently came to my attention that Laramie County Community College (LCCC) is charging our students. I contacted the LCCC testing center to discuss this, but they never returned my call, so now all LCCC students must pay our testing fee.

- Also, LCCC now offers the use of Lockdown Browser which allows students to take "proctored" tests at home if they buy a separate camera. I do not know if a fee is involved for this service.

3. **Exams with auditory components**

We are looking into the purchase of some headphones that would let us administer exams in BU122 which are on Moodle and have an auditory component.

4. **WFLTA** (Wyoming Foreign Language Teachers' Assoc)

At the recent Fall Conference 2010, Distance Education and web resources were discussed at several sessions and by the Plenary Speaker, Toni Theisen of Loveland, Colorado. Toni's Wiki Space provides many free resources and is updated continually: <http://tonitheisen.wikispaces.com>

5. **ATC Web Page**

Enhancements to this page are finally getting underway with more to come.

6. **IT**

The computers in BU 122 have been reconfigured to meet the needs for testing there. Also, IT has been very helpful with several requests to upgrade various systems to meet new requirements for testing companies in BU123.

7. **Staffing**

Margo Perry

Attended the following CC DE presentations:

- Moodle Gradebook Workshop
- Moodle Forums Workshop
- Making Online Training Unforgettable Webinar

Rebecca Kruse (Beccy), Patricia Coleman (Patti) and Jamie Boyce

Attended the CC DE Webinar-

- The New (and Old) Ways Students Cheat: What You Can Do About It
- Presenter: Scott L. Howell, Ph.D. of BYU

Jamie Boyce

Started on October 1 as the ATC/GED Testing Center Specialist. At the Academic Testing Center on Mondays, Wednesdays, and Fridays she proctors CC online exams and paper-pencil make-up exams, primarily in the new General Testing Room, BU122.

8. **Testing companies**

- ✓ The PSI Atlas system seems to now be running smoothly.
- ✓ NCCT - This testing for Medical Assistants was added to compliment a CC Continuing Education program. Several of these exams have been successfully administered and more are scheduled.

DSST - We continue to monitor the experience other institutions across the country experience as they change their administration of these tests from pencil/paper tests

to IBT (internet based testing). There seem to be fewer difficulties than there were during the summer.

V. Old Business

- a. Instructor Course Packet – Located in the Instructor Demo Course accessible via the Instructor Help Menu. Please visit the site, information and resources are regularly posted and updated on this site.
- b. WebEx – You can request an account by going to the DE website > Faculty Resources tab > Forms section. Tip: Ask us about the One-Click productivity tool 😊 (last post on the DE Blog)
- c. SmarThinking online tutoring – Available to all registered Casper College students via single sign-on in the Moodle4Me environment – As of Oct. 25, 2010:
 - i. 478 distinct students have access the site (353 reported last month)
 - ii. 116:22 hours used (26:23 last month)
 - iii. 108 distinct users (24 last month)
 - iv. 222 total sessions (not reported last month)
 - v. Subjects in order of most use: Essay Center, Intro to Finance, Intro to Accounting , Algebra, Basic Math Skills, Writing (All Subjects), General Chemistry, Statistics , Physics, Calculus, Biology, and Career Writing

Due to the student increase in usage, DE is checking with administration to buy more hours.

VI. New business

- a. Michelle DeSalvo – Library Presentation
 - i. The library purchased new Distance Education and digital education books. Michelle encouraged the group to send book requests so they can purchase them. The CC Library has a State-wide Legislative monies to get books/services and they need to use this money by the end of the school year.
 - ii. The library is undergoing a major website re-design. Pat Auflick and Michelle DeSalvo have distributed student focus group website surveys in the library. For completing the survey, students received a brownie. Also, Pat and Michelle attended Student Senate in November. The Senators completed the surveys and gave additional feedback about the Library. The Library has already used that feedback to make some changes. More website changes are forthcoming. The new site is easier to navigate and the students like it. She encouraged the group to use the databases of reference materials for courses. There are journals, foreign languages resources, hobbies, and much more.

Michelle passed out survey forms (Library Focus Group Questions, see attached) and encouraged the group to fill them out. Susan requested an electronic copy so she can send to her students.

- iii. 82 databases have been added this year alone.
- iv. The Library is researching different electronic reserve systems from various companies. Electronic reserves would be very useful to both the DE students and faculty. Once this is fully operational, a link to a reserved/copyrighted material can be placed in Moodle4Me.

b. Moodle Gradebook improvements – David Siemens

- i. Fix for Weighted Means aggregation method issue - fixed

ii. Moodle4Me Gradebook

- Dave discussed upgrades and improvements to the Gradebook.
- The misalignment issue in the Grader Report feature is in the process of being fixed. For now, pagination has been turned off.
- Another tab, available as of last week, is called LAE Grader Report (Liberal Arts Edition). It includes features to make grading easier:
 - Headers and student names are now frozen as you scroll down and over (like MS Excel)
 - By clicking on the multicolor box at the right of each name, you can access the User Report (that specific full student's grade view)
 - There is a button on the upper right to copy the gradebook data onto MS Excel. Clicking the button creates the Excel file that you can save on your computer. It is an excellent and easy way to backup your midterm and final grades at that point in time.
 - Vertical and horizontal displays have their own scrolling bars.
 - Height of display can be edited in the gradebook My preferences tab > LAE Grader Report link from 300 to 900 pixels.
 - Edit always can also be enabled on this screen so the Turn editing on button is no longer necessary.
 - Please check http://docs.moodle.org/en/LAEGrader_report for more information.
- The group agreed that a good way to initially inform faculty about the LAE Grader Report is by posting an announcement on the main Moodle4Me page. Ana will post the announcement within the next day or two.

c. Moodle Communications: Difference between eMail List, QuickMail, and Message.

- eMail list – messages sent/received stay in the course. It is a great way to keep course communications organized and it is highly recommended.

- QuickMail – the block can be added to any course (Turn editing on > Add a block). This communication type only emails to the default email address in the Moodle4Me user profile. It does not receive. The email account is GroupWise for Faculty and Staff and MyCC Google account for students. This tool keeps a searchable history of messages sent from within the course. It is a great tool to use when sending initial Welcome letters to students. Concerns were raised about actual student usage of the MyCC accounts. Ana mentioned that as we have been education students more and more, usage increasing from about 3% last fall to over 20% this fall (as of the second week of the semester).
- Message – messages can be sent by clicking the student’s name to access the profile and then the “Send a message” button.
 - The default settings send a copy of each Message automatically to the user email address -MyCC for students, GroupWise for faculty/staff- if the recipient does not log onto Moodle4Me within 10 minutes.
 - To change settings, go to “Messages” from your own profile > Settings tab. You can set the time to be different than 10 minutes or you can deselect the option to avoid getting emailed copies of the messages.

VII. Adjournment

Meeting was adjourned at 3:00 pm. A special thanks to Michelle and Pat for the Library-provided refreshments. It is greatly appreciated.

VIII. Next meeting

November 17, 2010 – 2-3pm, AD 174. Light refreshments will be served.

Prepared and submitted by:

Teresa Millan

10/27/10