

**Distance Education Meeting**  
**January 9, 2008 – KT – 1-2:00 pm**

**PRESIDING:** Lois Davis, Dean of Educational Resources

**PRESENT:** Gary Donnelly, Marty Finch, Dawn Gallinger, Megan Graham, Terry Gunderson, Kerri Mahlum, Bill Mixer, Margo Perry, Kelly Politte, Sharyn Polley, David Siemens, Andrew Young,

**GUESTS:** Dr. Carmen Simone, Brandi Atnip, Carolyn Buff, Dave Cherry, Melissa Connely, Michelle DeSalvo, Ruth Doyle, Ami Dyrek, Lora Hittle, Kendall Jacobs, Laurie Lye, Paul Marquard, Mitchel Millan, Don Robinson, Gerald Nelson, Susan Nelson, Gwen Remington, Sheri Roumell, Deanna Schaff, Dana Van Burgh, Art Washut, Shawna Murphy –phone.

I. **Called to Order:** The meeting was called to order at 1:00 p.m.

II. **Approval of Minutes of December 7:** L. Davis asked for a motion to approve minutes as written. D. Cherry moved, seconded by S. Nelson. Motion passed.

III. **Announcements:**

- **Orientation Modules:** L. Davis brought up the discussion from the last meeting in December regarding promoting online degrees and using orientation modules on the website. Some faculty members were going to provide information to Todd Cotton; however, Lois has not received an update from Todd yet.
- Regarding student orientation, Lois mentioned that since student orientation in the fall was not very productive, it was decided not to have student orientations this year. Instead we are updating the Distance Education website.

IV. **Old Business**

A. **Promoting Online Degrees:**

L. Davis stated that the online degrees being offered at the moment are: Agriculture Business, Early Childhood Education, Fire Science, and General Studies. In some case, the PE requirement is the only component that is missing. Brandi Atnip indicated the PE Department is considering the request as they organize for next year.

Some suggestions for promoting online degrees included:

- Designing a brochure identifying only online degrees and using a mass mailing system.
- A national advertising campaign is needed due to competition with other institutions.
- Expand advertising to military personnel and family members.
- Quick and easy accessibility to the online degree links from the homepage.
- Research how other institutions are marketing their distance education degrees.

L. Davis asked faculty to send her an email with suggestions. Gwen Remington volunteered to work on gathering suggestions to improve DE web pages.

B. **Course/Instructor Appraisal including WEN and BOCES Students.** D. Gallinger mentioned that DE online course/instructor evaluations have been designed to get a better response from students. Students will be locked out of class until the evaluation is submitted. Email Dawn with any additional information faculty may need to add. The agreed timeline to administer evaluations will be after spring break and before withdrawal date (March 24.)

- M Perry asked if WEN and BOCES evaluations could be sent to the high school counselors instead of students' home addresses; the counselors could administer them in the classrooms for accuracy. Dawn responded that WEN & BOCES students will not be included in the online evaluations and that their evaluations will be mailed to the high school

counselors by regular mail. It was suggested that Hybrid classes should also have evaluations conducted in the classroom as is the standard for other campus classes.

**C. WYDEC Distance Education and Workforce Development Conference, LCC. May 19-21.**

Laurie Lye will be attending online planning meetings this semester and will relay info to faculty. L. Davis mentioned that money is available for those wanting to attend the conference. Email Lois if interested.

**D. Positions within Distance Ed.**

Dr. Simone mentioned that two positions have been considered within DE. One for technical support and one for instructional design. The position requests are being written by Lois Davis. ACT/Proctoring Center position will be considered separately.

Faculty expressed concerns regarding the importance of having someone not only for technical support for students and faculty but to consider someone who will lead with a vision into future online courses and management systems.

C. Buff recommended reconsidering Paul Marquard for DE.

**V. New Business:**

**A. Kenneth Green's Campus Computing, 2007 Survey Summary**

L. Davis will send hard copies of the survey to all committee members. Lois asked other faculty to email her if they wish to receive a copy.

**B. Changes in Distance Education Homepage**

L. Davis mentioned that due to numerous phone calls from students concerning registration, classes, orientation, etc., she had changed information posted on the Distance Ed homepage. She asked faculty to assist her as they notice needed changes. Ami Dyrek will make editorial changes.

**C. Other:**

- C. Buff announced that she will be retiring this year.
- David Siemens will be teaching ITEC 1990 this semester. It is an orientation to Moodle class designed for faculty only.
- P. Marquard will send information regarding an upcoming distance education conference in Colorado in April. Contact Paul for additional information and brochure. Funds are available for those wanting to attend. See Lois.
- Faculty requested to meet twice a month, once through virtual office for discussion and support and a regular meeting on the previous set schedule. Meeting hours and dates were discussed. Alternative dates and times will be discussed at the next meeting.

**NEXT MEETING: February 1, 2PM, AD 198A**

**ADJOURNMENT: 2:05 p.m.**