

# ***Distance Education Advisory Committee***

## ***Meeting Minutes***

January 30, 2009  
2:00 PM – CE 207

**Present:** Siemens, D., Dvorak, B., Arnold, H., Politte, K., Polley, S., Lareau, B., Donnelly, G., Nelson, S., Mixer, B., Gunderson, T., Davis, L., Young, A., Davis, L., Finch, M.

### **I. Call to order**

### **II. Approval of Minutes (12-5-08)**

B. Mixer moved to approve the minutes as written, H. Arnold seconded; minutes were approved as written.

### **III. Announcements**

B. Dvorak reminded everyone of the e-learning consortium conference in Vale, CO April 15-17. Cost is \$275 per person. Arrangements can be made to share rooms.

### **IV. Reports**

#### **A. Proctoring Center – Margo Perry**

M.H. Perry was unable to attend. Please see attached report.

#### **B. Course Coordinator – Becky Dvorak**

B. Dvorak said that over 1400 welcome letters have been sent out to spring 2009 distance education students since December 18, 2008. Lynn Fletcher will be generating student count statistics after the third week of school.

B. Dvorak reported that she and D. Siemens and A. Dyrek have been taking a lot of calls from students needing help with logging in, advising, or finding their classes in WebCT or Moodle, etc. She believes the brochures that are mailed out cause people to establish or re-establish a relationship with Casper College.

B. Dvorak announced that the Medical Lab Technician hybrid degree program is on the website now. The degree will require 40 hours on campus for the lab portion.

B. Dvorak reminded the group that Moodle Track trainings have started and asked everyone to encourage their divisions to sign up. Open labs and help from B. Dvorak and D. Siemens as well as the Moodle Core Team are always available.

B. Dvorak said she and D. Siemens have been helping Barbara Mueller get her class online before she goes to Poland to teach a teleconference course.

B. Dvorak announced that she has given Dr. Simone her letter of resignation, effective May 1, 2009, so that she can pursue her Ph.D. in Instructional Design. She will finish the Moodle trainings before May 1.  
(Dvorak excused herself from the meeting for her daughter's doctor appointment.)

**C. Technical Coordinator – Dave Siemens**

D. Siemens announced the WebCT monthly backup, asking if a Saturday in a few weeks would work. He will send out an email in advance. He asked if there were any technical issues anyone wanted to discuss.

S. Nelson and K. Politte expressed concerns about new discussion posts and emails not all showing up when they log into Moodle. B. Mixer noted a problem with the email function that alerts faculty when a student has taken a quiz. D. Siemens is working on the problems. He said an upgrade to either 1.94 or 2.0 will fix some of these issues and asked for input about the upgrade process.

**V. Unfinished Business**

**A. DE Definition**

K. Politte had suggested that the group take a look at the distance education definition that was already in the CC catalog. The definition of *hybrid* may need to be reworded.

**B. Personnel request update**

D. Siemens stated that distance education is asking for a Director position and two support positions. L. Davis said the budget may not support new positions at this time.

**C. WyDEC Conference 2009 update**

The conference is coming along. Guests will stay at the Holiday Inn/McMurray Park. Check out the WyDEC website for details. L. Davis is still looking for presenters and asked the group to think about volunteering. She announced that Quality Matters will be presenting workshops for people who have done distance education before and for those who have not on Monday, May 18<sup>th</sup>. Seating will be limited.

**D. Online Course Guidelines**

D. Siemens stated that this will be addressed with B. Dvorak at the next meeting.

**VI. New business**

**A. DE welcome letter to students**

The welcome letter informs students of their username and password to log in to their classes. K. Politte does not think it is necessary for students to be asked to contact their instructors before classes begin. B. Mixer challenged the assertion in the letter that students would need to spend 10-15 hours studying outside of class per class per week.

D. Siemens said that he and A. Dyrek are working on a help desk class in Moodle where students can log in as a guest to learn how to use Moodle, rather than contacting their instructors. D. Siemens asked instructors to send him copies of “start here” documents they have for their classes to be added to the Moodle help desk.

B. Mixer pointed out that students do not know what WebAdvisor is and will not understand what their WebAdvisor username and PIN are. He suggested just using the words Username and Password in the letter.

**B. Faculty release time for course development**

L. Davis said that the intellectual property policy says that if you are paid to develop a course for the college then the college owns that course. K. Politte and S. Nelson pointed out that they are paid to teach classes but not to develop them.

L. Davis said that she wrote the distance education description that is in the current catalog and said it was not meant to be a definition per se, and could easily be changed.

L. Davis reminded everyone that MoodleMoot is June 17-19 in San Francisco.

B. Mixer asked how B. Dvorak’s departure will affect the distance education department personnel-wise. L. Davis said she did not know yet.

**VII. Other**

**A. Next meeting, Friday, February 27, 2:00-3:00 PM, CE 207**

**VIII. Adjournment**

Respectfully submitted,

*Ami Dyrek*

**Academic Testing Center**  
**(formerly the ACT/Proctoring Center)**  
**Report for**  
**Distance Education Advisory Board Meeting**  
**January 30, 2009**

Submitted by Margo H. Perry, Coordinator

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- **On-campus and Online classes** These statistics, as compiled by Tatiana Gomez, Proctor, continue to indicate that the majority of tests proctored in this Center are for Casper College classes:  
Fall 2008 – 819 (88.7%)  
The *online tests* are delivered through Moodle, WebCT, ATI, and Courseline. The last two have unique protocols which must be learned by the proctors. Each class, and in some instances each test, has a unique password which must be securely maintained in the Center and used by the Proctor for each test delivery. The *paper/pencil tests* are stored in a secure file cabinet. Each instructor who schedules tests at the Center has an “In” and an “Out” folder in this cabinet. Proctors must learn the special protocol required by each instructor for test delivery.
- **Other testing** As a courtesy, other Wyoming Community Colleges can have their students schedule tests at our Center without a fee. This is an informal reciprocal agreement. Other institutes of higher learning, including WGU, Franklin, BYU, Rio Salado CC, University of South Dakota, and Colorado State, among others, often request that their students test in our Center in both online and paper/pencil formats. There is a fee for such testing and each institution has a unique protocol which must be learned and documented.
- **High Stakes Testing Companies** Companies and organizations (clients) contract with testing companies to offer their exams for professional licensing. Our Center currently has contracts with the following testing companies:
  - ACT (21 short list/ 80+ long list)
  - WorkKeys –WFS/CRC (5 variations)
  - WorkKeys – CC (2 variations including Hathaway)
  - Pearson Vue (49)
  - Prometric (68)
  - LaserGrade/PSI (14)
  - Castle (31)
  - Certiport (TBD)The number behind each name indicates the most recent number of “clients”. Each of these clients offer anywhere from 30 – 200 individual tests. LaserGrade/PSI, for example, which only has 14 clients, offers 156 different tests.

Each testing company has extensive, unique protocol which includes documentation, security, reporting, scheduling, billing, and equipment requirements. Then each of their clients has their own protocol variations, additions, and exceptions, and each of the tests they offer may have unique requirements.

- **Training** Proctor certification of all current personnel, including personnel just hired in November, is nearing completion in all categories. Given the extensive and varied information as outlined above, this is an enormous undertaking and the Proctors should be congratulated on the effort and dedication which they bring to this task
- **Renovations** The Winter Break Renovation Project, which included new carpeting, painting, some new furniture and several alterations, is done with just a few minor adjustments still to be made. We thank the many departments, including IT, Physical Plant, A/V, Purchasing, and Maintenance for working with us to complete this large project so professionally. We particularly thank Ron Mathisen for coordinating the project, and Bob Hartman, Donielle Williams, and Debbie Przymlowicz for overseeing their parts. The Center was open for the start of the Spring 2009 semester on January 12.
- **Technology** We continue to work with the various testing companies to stay up-to-date with their ever-changing system requirements. The IT department is very helpful in this effort.
- **Planning for Fall 2009** As we make decisions about hours and staffing, it would be very help to know by Spring Break if instructors plan to use the Center for testing and whether new courses and additional sections will include proctored testing. The total number of students, as well as exam length, frequency, and delivery method would be very helpful information for our planning process.