

**Distance Education Advisory Committee**  
**Meeting Minutes**  
**February 27, 2009**  
**CE 207 2:00 PM**

**Present:** Dvorak, B., Siemens, D., Donnelly, G., Graham, M., Murphy, S., DeSalvo, M., Nelson, S., Gunderson, T., Politte, K., Lareau, B., Polley, S., Mahlum, K., Perry, M.H., Davis, L.

**Guest:** Melanie Young

**I. Call to Order**

**II. Approval of Minutes of January 30, 2009**

S. Nelson moved to approve the minutes, S. Murphy seconded. Minutes were approved as written.

**III. Announcements**

**Guest Speaker -- Melanie Young, English Department Placement Coordinator**

Melanie Young explained the process of determining student placement in English classes. Standardized test scores are used to place students in classes. The English department uses a placement brochure/chart which is available to all advising faculty. The brochure and chart will be placed on the Distance Education web page with Lois Davis' approval.

B. Dvorak announced that the Distance Education mission statement has been revised and is in line with Casper College's current mission statement and is now in WEAVE. The Distance Education mission statement reads as follows: *The Distance Education Department provides high-quality, fully-accredited courses and programs via a variety of delivery methods that enhance student success and provide educational opportunities to improve quality of traditional and non-traditional students' lives.*

**IV. Reports**

**A. Academic Testing Center – Margo H. Perry**

Margo Perry reported that the Center has given 400 tests so far this semester; 94-97% of those were for Casper College classes. 70% of those were delivered online. The Academic Testing Center tries to accommodate the unique requirements of those tests, as well as the specific protocols of the many high stakes testing clients the center serves.

Margo also asked for input on scheduling summer hours.

**B. Course Coordinator – Becky Dvorak**

Lynn Fletcher has given B. Dvorak the DE spring 2009 statistics. There are 133 sections being taught; 70 faculty; 48 part time and 22 full time; 1365 unduplicated students; 537.08 Distance Ed FTE, or %17 of the spring total. Complete statistics will be emailed.

B Dvorak announced that the Distance Education brochure will be mailed again around May 15th. Featured instructors are being contacted for information. They are: Dale Anderson, Gary Becker, Teresa Corkill, Ruth Doyle, Paul Marquard, and Sharyn Polley. They should contact Lisa Icenogle to give a synopsis about their courses and programs, and should have their picture taken by Matt "Moose" Young. The brochure will again target alumni.

B Dvorak and D Siemens demonstrated the Moodle training demo and the course shell template. Moodle Track Training participants build a course template in class. Fall 09 the template will already be built for all courses taught in Moodle. The pre-built template will contain elements of Quality Matters standards for online classes.

S. Polley asked how content transfers from WebCT to Moodle. D. Siemens explained that assignments will transfer to one topic, quizzes will be in one topic, etc., which will require some additional rearranging in Moodle, but not a complete rebuild of the class.

**C. Technical Coordinator – David Siemens**

D Siemens and Gary Donnelly successfully imported EPAC, an IMS package, into Moodle.

M. Perry asked if students will be able to mark questions for review in Moodle and D. Siemens said it will be a feature of the upgraded Moodle. Various quirks in Moodle quizzes are being addressed and corrected.

**V. Unfinished Business**

**A. DE Definition/WyCLASS**

S. Murphy, sole member of the distance education definition subcommittee, presented some draft definitions of online, hybrid, and telecourse courses for the group to discuss. Discussion was held. Topic was tabled until the next meeting.

**B. Personnel request update**

The distance education director position is posted and will be opened until filled.

**C. WyDEC Conference 2009/Moodle Moot**

L. Davis said the deadline for Master Distance Educator Award nominations is March 6<sup>th</sup>. A quote from the nominator and the nominator's name will be shared with the committee. The committee will be asked to rank the nominations.

Davis asked people to register for the conference, especially if you want to attend the Quality Matters sessions. Conference runs May 18<sup>th</sup> – 20<sup>th</sup>.

The innovation grant L. Davis wrote to take faculty to Moodle Moot in San Francisco in June is still awaiting approval.

**D. Online Course Guidelines**

B Dvorak said she made changes as suggested by the committee to the online course guidelines.

**E. DE Welcome Letters to Students**

B Dvorak and D Siemens made changes to the welcome letter as suggested by the division chairs. The sentence telling students to contact their instructors has also been removed. Username/PIN terminology will stay the same to be consistent with admissions and terminology used on campus, per a verbal agreement between Becky/Dave and Allison McNulty in August 2008.

**VI. New Business**

**A. Spring 2009 DE Evaluations**

Moodle student course evaluations will be open between March 23 and March 30.

**VII. Other**

- A.** Todd and Marty's Moodle classes was postponed until the March meeting
- B.** Next meeting Friday, March 27, 2:00-3:00 PM, CE 207

**VIII. Adjournment**

Respectfully submitted,

*Ami Dyrek*