

## **Distance Education Committee Meeting**

**May 2, 2008**

**CE 207 – 2:00 PM**

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

**Present:** Michelle DeSalvo, Becky Dvorak, Ami Dyrek, Marty Finch, Tammy Frankland, Terry Gunderson, Bill Maggard, Kerri Mahlum, Bill Mixer, Shawna Murphy, Kelly Politte, David Siemens

**I. Call to Order:** The meeting was called to order at 2:00 p.m.

**II. Approval of Minutes:**

Kerri Mahlum made a motion to accept the minutes of April 4, 2008. Terry Gunderson seconded. L. Davis asked that Sharyn Polley's name be added to those present. Minutes were approved with the one correction.

**III. Announcements:**

Lois Davis introduced Bill Maggard as Assessment Coordinator and member of the Distance Education Committee.

**IV. Old Business:**

**A. Faculty Coordinator Report – Becky Dvorak**

B. Dvorak presented the new Distance Education postcard with pictures of current CC students . Postcards will go out the week of May 5 to every high school junior and senior in the state. "Click for Your Future" will be the theme. Becky has requested program information from 6 faculty for a separate brochure.

CMS template is waiting for further discussion.

Quality Matters: B. Dvorak's and S. Nelson's classes will be evaluated. See the Quality Matters website for more information.

Telecoop. K. Politte reported: Clickers can get students engaged. Presently, they are used by the Business Division and Health Science plans to use them. Clickers are also being used in the physical science area. Second Life is another possible tool to interact with students. Entire classes can be held in Second Life. She learned it's possible to do mock clinicals in Second Life.

B. Dvorak said all the sessions she attended were valuable. She made an avatar in Second Life and encouraged others to do so as well. Some classes use YouTube, but security is a concern. "Groups" can be created in YouTube to allow only students enrolled in a class to view the videos. Podcasts are also being used for classes. Students can download and view them as they're exercising, etc. Ten minute segments are recommended. B. Maggard suggested Casper College commercials as a way to break up long Podcasts into segments.

K. Politte said “twittering” is the newest trend among young people, Twittering is text messaging and blogging at same time. The text message opens as a blog. It’s faster than emailing or instant messaging or blogging. Twitter.com has an introductory video.

**B. Technical Coordinator Report – David Siemens**

Dave reported he is offering ITEC 2525 Introduction to Moodle Summer Semester 2008 for faculty. He will also make appointments for one on one time.

WyDec is May 19-21.

MoodleMoot is in San Francisco June 9 -11. 1000 people are expected.

See MoodleMoot.org for more information.

WebCT upgrade will start May 19 at 5:00 p.m. and will be completed by May 27 or sooner.

Faculty Access to Enrolled Students’ WebAdvisor Login and Passwords.

Bill Maggard has added students’ WebAdvisor login and password in Colleague under the “Your Classes” selection only, not the main class roster selection. After the WebCT upgrade, D. Siemens will email instructors information on how to add students in their WebCT classes. Staff will enroll the majority of students; however, the WebAdvisor login and password is provided to faculty who need to add late registrations in Colleague to WebCT. Dave will also be contact with faculty teaching summer semester classes online the week of June 2. He will be attending MoodleMoot June 9-12 and be in phone contact. Ami Dyrek will be available on campus.

Moodle4Me. Dave demonstrated the new Moodle CMS which will be available for classes by July 1. Drag and drop file capability is new. Moodle4Me will have a new internal e-mail system. Instructors have rights to go into their classes and change the themes for each individual course. Students will have a Moodle4Me page they can personalize. Html pages will load in Moodle, graphics and all.

Student Tutorials. Currently there are online tutorials on Moodle, WebCT, and for downloading FireFox. See the Distance Education homepage.

**C. PROCTORING CENTER.**

L. Davis reported that Carolyn Buff will be in the proctoring center until the end of May. From June 1 through Summer Semester, A. Dyrek will work in the center as needed, Jena Marquard will work up to 20 hours per week, and Tabitha Siemens will work 10 hours per week.

**D. ONLINE COURSE EVALUATIONS**

L. Davis reported that Dawn finished the Distance Education course evaluations before she left and the Division Chairs have them now. T. Frankland stated that division chairs are not sending completed evaluations to instructors until after finals. B. Maggard

said the return rate was very good even though students were not forced to complete them.

T. Frankland requested that we create a core set of questions that are the same for online and traditional classes, as well as questions pertinent to individual classes. She would like to be able to compare similar online and traditional class evaluations for all English classes, since they all have the same outcomes.

B. Mixer expressed concern that different divisions will have different evaluation needs.

K. Mahlum reported that Cammy Rowley and a faculty senate committee are currently working on the new course evaluations. Bill Maggard asked to serve on that committee.

#### **V. New Business**

##### **A. ADMISSIONS STUDENT ORIENTATION**

L. Davis said Kyla Foltz is looking for input from DE and tutoring services for the August Student Orientation. Becky Dvorak, Dave Siemens, and Carmen Springer-Davis will be participating in the orientations.

K. Mahlum is concerned that distance education students are not aware that they need to dedicate the same amount of time to online classes as to traditional classes. She asked that time management be stressed during orientation.

B. Mixer added that expectations for online classes are as rigorous as for traditional classes. Communication with instructors is important.

##### **B. DISTANCE EDUCATION CALLS/EMAILS SPRING 2008**

L. Davis passed around a printout of items from the distance education call/email database. Listed were faculty/student WebCT technical calls to D. Siemens and prospective student calls/emails to L. Davis about advising and registration.

K. Mahlum said calls and emails about her program can be forwarded to her, and she has standard informational email response she will send to Becky, Dave, and Lois.

L. Davis said many calls are from students looking for one class and asking how to register.

B. Mixer is getting calls about WebAdvisor letters that students are receiving in the mail. The CC homepage requires a click on Current Students or Distance Education before students get to a WebAdvisor link. It used to be right on the homepage, maybe it should be again. Some students think WebAdvisor will tell them what classes they need to take.

K. Politte said there is also confusion among students about the difference between WebAdvisor and WebCT. Students don't know which one to log into to find their classes.

D. Siemens said he and A. Dyrek are working on a tutorial for WebAdvisor. The old one made by Michael Woodhead is still posted on tutorials page.

B. Mixer/ K. Mahlum: We are making a lot of assumptions about what students are capable of online and whether or not they're able to take advantage of online help.

B. Maggard reported that WebAdvisor logins are no longer good if students are out for a semester; they have to reapply.

The committee would like to see students' login information remain active, as non-traditional students often take a semester off and then come back, and the might be discouraged from returning. B. Dvorak will speak to Admissions about the possibility.

### **C. NORTH DAKOTA ARTICULATION AND TRANSFER**

L. Davis reported that Mayville State University has initiated preliminary steps to exploring the possibility of an articulation in the areas of online degrees in Business Administration and Early Childhood/Elementary Education.

K. Mahlum has made initial contacts with MSU. S. Murphy is interested in discussing the Nutrition degree with MSU.

### **D. OTHER**

L. Davis reported that Casper College will have PE online during 2008-2009 school year. Statistics will be online 2009-2010 school year.

L. Davis encouraged the committee to read the ITC's Distance Education 2007 Report online at [www.itcnetwork.org](http://www.itcnetwork.org)

T. Gunderson reported his students will be doing a percussion recital May 8 at 7. Mozart's Coronation Mass will be performed at a local church.

T. Frankland inquired which CMS new faculty should be learning. D. Siemens encouraged the use of Moodle.

D. Siemens reported that the WYDEC web site lists all Wyoming community college online courses. The list provides options for students who can't get certain classes at their local community college. To view, go to <http://wedec.wy.edu> Ami will add a link to the list from the CC Distance Education pages.

D. Siemens is looking into forming a Moodle consortium with Colorado, North Dakota, Idaho, and South Dakota.

B. Mixer asked that a list of upcoming distance education conferences be listed on our web site for budget planning.

**VI. Adjournment**

The meeting adjourned at 2:50 p.m.

Next Meeting: August 2008