

**Distance Education Meeting**  
**August 20, 2008 - PS 103 – 1:00 PM**

**Updates prior to Call to Order:**

1. B. Dvorak proceeded to introduce Dave Siemens, Distance Ed Technical Coordinator; Margo Perry, Test Center Coordinator; and herself as the Distance Ed Course Coordinator.
2. B. Dvorak proceeded with the following updates:

**DE advertising materials:**

- Postcards were sent out in May to all high school juniors and seniors throughout Wyoming.
- Brochures featuring six DE faculty members were sent to all CC alumni.
- Bookmarks were printed to hand out to students during advising. They contain information on how to login to WebCT, Moodle. Becky gave credit to Dr. Ruth Doyle, who suggested the bookmarks.
- Magnets with phone numbers for DE advising, technical help, and login help are also available. Phone numbers for the Peer Tutor Program, Math Learning Center, Writing Center, English Lab, and Proctoring Center were also included.
- Posters for all buildings have been designed and are being posted on campus.
- Brochures, bookmarks, posters and magnets are available for everyone to take and distribute among their areas.

**DE New Classes:**

- ITEC 1490, N1- Introduction to Online Learning, 1CR. Starts October 22-December 19, 2008. Becky Dvorak. Students taking this class will be provided key information required for successful online learning. It will focus on the technological skills and learning strategies necessary for successful interaction and completion of higher education online courses.
- ITEC 1990, N1 – Introduction to Teaching Online, 1 CR. Starts October 22-December 19, 2008. B. Dvorak. This course provides instructors of online courses with an introduction of best practices for course design, online instructor pedagogy, and current research within the online education community. Open to all faculty and adjunct faculty. Recommended for instructors who are new to online teaching.
- ITEC 2525, N1 – Teaching Online with Moodle. D. Siemens. 3CR. The purpose of this course is to assist faculty in becoming more familiar with the Moodle Learning Management System (LMS). Faculty will study the skills required for constructing and delivering a course in the Moodle platform all the way up to the Grade book. Instructors may receive 45 contact hours to apply toward the 180-hour requirement for movement on the salary schedule for successful completion of this course.

**DE Training**

- Moodle training in the fall and spring semesters will be offered in the Center for Excellence, BU 126.
- Open labs: Open labs are on a drop-in basis. Dave and Becky will be available for assistance. The first open lab has been scheduled for September 9 -if laptops have come in and can be set up by then. Becky will send out an announcement if this date needs to be postponed.

- Tracks 1-4 are each one hour in length and there is an open lab afterwards to work at your own pace. It is recommended that you take these tracks in order. Registration is required for tracks to be sure there are enough computers for everyone who comes in for training. Contact B. Dvorak. Instructors may receive 45 contact hours to apply toward the 180-hour requirement for movement on the salary schedule for successful attendance at these trainings and completion of independent work.
- A handout with dates and times for trainings was distributed.

**DE Core Team:**

- Dave Siemens, Kerri Mahlum, Kelly Politte, and Lois Davis attended the MoodleMoot conference in San Francisco, June 9-11, 2008, and came back with innovative ideas to help build a Moodle Community. Our innovators are Bill Mixer, Kerri Mahlum, Marty Finch, Terry Gunderson, Kendall Jacobs, Kelly Politte, and Susan Nelson. David Siemens is the “senior moodler.” This team will be mentors for faculty. More information will be sent out by Becky via an email as soon as the core team has had their initial meeting in a couple of weeks.

**Converting WebCt to Moodle:**

- Dave and Becky are working on a template for faculty to help with the conversion.
- A discussion was held concerning the conversion from WebCT to Moodle. When asked why the college decided to adopt Moodle and if other learning management systems were reviewed, David Siemens explained that he did load and review other systems but determined that Moodle’s open source allowed the most flexibility from a technical standpoint. Becky added that Moodle was developed by an educator and that there is a worldwide community of support. Dr. Simone stated that although there is no license fee for Moodle, this did not factor in the decision to adopt Moodle. Gerry and Susan Nelson expressed that they found the transition from WebCT to Moodle to be somewhat easier than they had expected.
- Handouts with responses to Moodle questions and concerns as they arise this semester will be distributed during the training sessions. B. Dvorak welcomed all questions and comments, and asked that faculty email her with questions and concerns for faculty handouts.

**Following the updates, B. Dvorak proceeded to call the meeting to order.**

**Presiding:** Becky Dvorak, Distance Education Course Coordinator

**Present:** Heidi Arnold, Michelle DeSalvo, Gary Donnelly, Marty Finch, Terry Gunderson, Kerri Mahlum, Paul Marquard, Bill Mixer, Shawna Murphy, Susan Nelson, Margo Perry, Sharyn Polley, Kelly Politte, David Siemens, Andrew Young.

**I. Call to Order:** The meeting was called to order at 1:30 p.m.

**II. Approval of Minutes:**

B. Dvorak asked if there were revisions or corrections to the May 2, 2008 minutes. S. Nelson moved to approve, K. Politte seconded. Minutes approved with corrections to be made: the words "vigorous" should be "rigorous" and clickers are also being used by physical science.

**III. Announcements:**

B. Dvorak passed out a handout that listed the DE Committee Members for 2008-2009 and a handout that listed the DE Advisory Committee meeting dates/times/location for 2008-2009. For further announcements, see updates section of these minutes.

**IV. Reports:**

**A. Proctoring Center:** M. Perry, Proctoring Center Coordinator, mentioned that services provided include testing for on-campus classes or distance ed classes for CC students. The Center also provides paper/pencil make-up tests in a secured environment. She added that it is important that faculty call her to schedule testing in advanced since there are only 11 stations. Passwords are needed in advanced. The Center also provides high-stake and certification tests from different industries as well. Margo's office is in BU 123. Fall hours were distributed. Contact M. Perry for more information.

**B. Technical Support:** D. Siemens reported:

- Moodle4Me is up and running
- Acxiom, Student Identification Software. Dave was contacted by Acxiom about a program for distance education, which is designed to ensure that the individual logged in and doing the online work is the student who is enrolled for the class and not someone else. Casper College will be part of a pilot project starting in September/October to see if this program is feasible and will have a report after the tryout period.

**C. Course Coordinator:** B. Dvorak reported:

- Welcome letters were sent to all students with User ID's and Pin information; DE bookmarks and magnets were included with the letter to students.
- Quality Matters: Course reviews for quality matters. Susan Nelson and Becky Dvorak submitted courses to Quality Matters for review in May and both classes passed and are now QM recognized courses.

**V.** Old Business – See updates

**VI.** New Business – See updates

**VII.** Other Business

A. Next meeting, Wednesday, October 1, 2008, 12:00 PM – 1:00 PM, CE 207.

**VIII.** Adjournment.

Meeting was adjourned at 2:10 PM.