

Distance Education Advisory Committee

Meeting Minutes

September 10, 2009 3:00 PM CE 207

PRESENT: MARTY FINCH, MICHELLE DESALVO, DINO MADSEN, KATHLEEN THATCHER, SUSAN NELSON, ANA THOMPSON, KERRI MAHLUM, TERESA CORKILL, LOIS DAVIS, BEN LAREAU, MARGO H. PERRY, SHARYN POLLEY, DAVID SIEMENS, BILL MIXER

Absent: Shawna Murphy, Pete Van Hauten, Gary Donnelly, Terry Gunderson, Todd Wykert

I. CALL TO ORDER

II. Approval of minutes

Kerri Mahlum moved, Marty Finch seconded, minutes were approved as written.

III. ANNOUNCEMENTS

COMMITTEE MEMBERS INTRODUCED THEMSELVES.

ANA THOMPSON REMINDED EVERYONE THAT WEBCT WILL NO LONGER BE AVAILABLE AFTER THE FALL SEMESTER ENDS AND BACKUPS WILL NOT BE USEABLE EITHER. WEBCT GRADEBOOKS ARE BEING DOWNLOADED IN EXCEL FORMAT, AND COURSE FILES ARE BEING SAVED. ASSIGNMENTS AND QUIZZES CANNOT BE SAVED.

IV. Reports

a) **ACADEMIC TESTING CENTER - MARGO PERRY**

USAGE

2008-09 TOTAL TESTS: 2183 / CASPER COLLEGE: 1891 (87%)

STAFFING PATRICIA COLEMAN AND MILDRED NISSEN ARE ATC PROCTORS.

THIS SEMESTER MORE FACULTY ARE USING THE ATC FOR REGULAR TESTING, SO WE ANTICIPATE THAT TESTING APPOINTMENTS WILL FILL UP FAST, ESPECIALLY AROUND MID-TERM AND FINALS.

INSTRUCTORS SHOULD LET US KNOW THEIR ANTICIPATED TESTING DATES SOON, SO SUFFICIENT STAFF CAN BE SCHEDULED ON HIGH-VOLUME DAYS.

ALSO, STUDENTS SHOULD BE ADVISED TO SCHEDULE TESTING APPOINTMENTS AS SOON AS THEY CAN TO GET THEIR PREFERRED TESTING TIMES. THERE WILL BE DAYS WHEN THE ATC WILL BE FULL.

TECHNOLOGY THE IT DEPARTMENT HAS WORKED WITH THE ATC TO ASSURE THAT REQUIRED PLUG-INS, UPGRADES, AND NEW TESTING SITES WILL NOT INTERFERE WITH OTHER TESTING PROGRAMS.

IF AN INSTRUCTOR PLANS TO USE AN ADDITIONAL SITE OR A PROGRAM THAT NEEDS TO BE UPDATED, PLEASE LEAVE ENOUGH LEAD TIME FOR THE ATC AND IT TO ENSURE THAT EVERYTHING WILL CONTINUE TO RUN SMOOTHLY FOR EVERYONE. WE ASK THAT INSTRUCTORS CONTACT US AS SOON AS THEY THINK ABOUT CHANGES, AND WE WILL BE HAPPY TO WORK WITH THEM.

FORMS IT HAS BEEN VERY HELPFUL THIS SEMESTER THAT SO MANY INSTRUCTORS HAVE SUBMITTED THE INSTRUCTOR INFORMATION FORM FOR THEIR TESTS. THIS FORM

STANDARDIZES INFORMATION LOCATION SO THAT IT IS EASILY FOUND AT THE TIME OF TEST ADMINISTRATION. OFTEN, SEVERAL DIFFERENT TESTS ARE ADMINISTERED AT THE SAME TIME, EACH WITH UNIQUE PROTOCOLS AND PASSWORDS. THE FORM IS AVAILABLE AT THE ATC WEB PAGE AND HAS BEEN EMAILED TO EACH INSTRUCTOR TWICE ALONG WITH THE POLICIES AND PROCEDURES AND HOURS.

b) **Governor's Taskforce on Distance Education – Ana Thompson**

Ana Thompson said the first report of the Task Force called for a centralized authority for distance education in Wyoming with mandatory participation and funded by the state. The second report noted a lack of leadership and guidance for the distance education programs in Wyoming. The task force concluded that more bandwidth and funding are needed across the state as well as coordinated scheduling and equipment training.

c) **TECHNICAL COORDINATOR - DAVID SIEMENS**

DAVID SIEMENS ANNOUNCED THAT MOODLE NOW HAS A NEW PLUG IN CALL KALTURA

1. *Kaltura* - the first open source video platform for online video management, creation, interaction & collaboration. *Kaltura* enables sites to integrate. *Moodle plugin, under add a resource 'video, and video presentation'. Under add an activity 'video assignment'*
2. CASPER COLLEGE IS ONE OF THE FIRST COLLEGE SCHOOLS TO IMPLEMENT KALTURA AND MOODLE TOGETHER
3. HE WILL BE EMAILING DOCUMENTATION ABOUT KALTURA AND MOODLE AFTER TESTING IS COMPLETED.
4. From <http://corp.kaltura.com/about/company> Kaltura allows publishers of all sizes to easily, quickly, and cost effectively enhance their web site with video and interactive rich-media functionalities, including video management, searching, uploading, importing, editing, annotating, remixing, sharing, and advertising. Unlike the alternative proprietary solutions, Kaltura's platform is completely flexible, extendible and free! Web publishers, Value-Added-Resellers, and Integrators use our software development kit to customize a unique rich-media experience that fits their specific purposes, and seamlessly integrates with many popular content management systems. Moreover, Kaltura's reference implementations and growing library of applications, extensions and plug-ins allow publishers to select off the shelf solutions for rapid self-serve deployments that can be fully enabled within minutes.

V. **UNFINISHED BUSINESS**

- a) DE student orientation – Updated for Fall 2009 and linked in Orientation course. The slide presentation, part of which was presented by the DE department at the Fall 2009 Student Orientation, is posted in the Moodle student orientation course and the DE site.

- b) Teresa Corkill said that some faculty are wondering what is required of students before they can take an online course. Some students have very few technical skills and struggle to do basic tasks. Ana Thompson said there are a few basic how-to tutorials in the Moodle student training/orientation class and more are needed. More resources will be added to the DE site.
- c) Margo H. Perry suggested a place in the DE webpages where students can go get basic information without having to go into Moodle.
- d) Sharyn Polley noted that students who register for online classes do not get any information from the registrar's office about how to begin. She suggested an email within 24 hours telling students what to do first, etc. Students should be made aware that they have a CC email address and where to go to access their online classes.
- e) The committee would like to see links to WebCT and Moodle right on the Casper College home page. The committee also thinks the DE home page needs to be revamped. Ana Thompson decided to form a redesign committee. Margo H. Perry, Kerri Mahlum, and David Siemens volunteered to be on it.
- f) Ana Thompson said in the future all Casper College courses will have shells created in Moodle which instructors can use as repositories for class information, etc., to enhance their classroom classes.
Ana Thompson also said that a committee is looking at a portal solution for Casper College in order to have a single login. Lois Davis said cost is a factor (\$450,000). Oracle is the top vendor.
- g) Sharyn Polley added that registering to take online classes would be more user-friendly for students if they could apply and register completely online.
- h) DE course schedule information – Issue fixed. Bill Mixer had pointed out that the course schedule had clear directions for students to prepare for distance education classes that were not in the front of the schedule. Ana Thompson said some of the problems have been fixed and she is working on increasing resources for faculty and students.
- i) The DEAC page in the Committees web pages had been blank at the time of the last meeting but it now contains current members and minutes.

VI. New business

a) **DEAC GOALS AND OBJECTIVES**

DISTANCE EDUCATION GOALS SET BY THE DEPARTMENT OF EDUCATION, ARE: STRATEGIZE, MEET CHALLENGES IN DISTANCE EDUCATION, PROVIDE INPUT ON CHANGES IN THE COURSE MANAGEMENT SYSTEM, AND SHARE INFORMATION RELATED TO DE PROGRAMS.

ANA THOMPSON CREATED A SHELL IN MOODLE FOR THE DEAC. MEETING MINUTES WILL BE POSTED THERE, AND THERE WILL BE FORUMS FOR DISCUSSIONS AND QUESTIONS, SUGGESTIONS, AND COMMENTS. ANA THOMPSON SHOWED DEAC DE STATISTICS THAT SHOW DISTANCE EDUCATION GROWTH OUTSCALES GROWTH IN THE REST OF THE COLLEGE. THESE STATISTICS, AS WELL AS THE GOVERNOR'S TASK FORCE REPORTS, ARE IN THE DEAC MOODLE COURSE. TO FIND THE DEAC COURSE, LOOK IN THE MOODLE COURSE LIST UNDER MISCELLANEOUS, ORGANIZATIONS, DEAC.

b) Participation

Ana Thompson reminded the group that DEAC is a faculty committee. When matters arise that require the committee to vote, there are two official votes per school. Ex. Officio members (Lois Davis, Kathy Thatcher, David Siemens and Margo H. Perry) do not vote.

c) MOVING WEBCT CONTENT

ANA THOMPSON SAID THERE ARE 22 ACTIVE COURSES TAUGHT BY 13 INSTRUCTORS REMAINING IN WEBCT FOR FALL 2009. THE COST OF COURSE CONVERSIONS IS \$189 PER COURSE.

d) Moodle, Moodle, Moodle

1. MAIN LMS AFTER DECEMBER 2009.
2. ANA THOMPSON REITERATED COURSE TYPE DEFINITIONS: ONLINE □ 100% OF COURSEWORK IS DELIVERED ONLINE. HYBRID/BLENDED □ COMBINATION OF ONLINE AND IN-CLASS INSTRUCTION WITH REDUCED IN-CLASS SEAT TIME FOR STUDENTS. WEB-ENHANCED □ DOES NOT RESULT IN REDUCED SEAT TIME (I.E., CLASS TIME).
3. THE GOAL IN DE IS TO EVENTUALLY CREATE ALL COURSE OFFERINGS IN MOODLE. INSTRUCTORS CAN USE THEIR SHELLS AS MUCH OR AS LITTLE AS THEY WANT TO.
4. TRACK TRAININGS START SEPT 14. THE SCHEDULE IS ON THE DE WEB SITE UNDER THE FACULTY RESOURCES TAB) FACULTY CAN TAKE ITEC 2525 (3 CREDITS BY DAVE SIEMENS) WHICH GOES OVER THE SAME MATERIAL.
5. DR. SIMONE WILL APPROVE LOAD RELEASE TIME FOR FALL 2009 FOR THE MOODLE CORE GROUP. ELIGIBLE RIGHT NOW ARE MARTY FINCH, BILL MIXER, SUSAN NELSON, AND KERRI MAHLUM. OTHER INTERESTED MEMBERS CAN PARTICIPATE. TIME MUST BE LOGGED AND SUBMITTED AT THE END OF SEMESTER (DATE/TIME, HOW LONG, FACULTY BEING HELPED, TOPICS COVERED). 15 HOURS HELP ONE-ON-ONE = 1 LOAD HOUR (LIMIT 3 LOAD HOURS PER SEMESTER PER INSTRUCTOR). IF NEW FACULTY ARE INTERESTED IN ITEC 2525, THE DE DEPARTMENT WILL PAY THEIR TUITION, BUT THEY WILL NOT BE ELIGIBLE FOR MOVEMENT ON THE PAY SCALE.
6. BILL MIXER ASKED IF THERE WILL BE ADVANCED MOODLE TRAINING AND DAVID SIEMENS SAID HE IS WORKING ON IT.
7. TERESA CORKILL MENTIONED THAT EMOTICONS ARE A NICE ADD-IN WHEN COMMUNICATING WITH STUDENTS TO FOSTER A MORE FRIENDLY ENVIRONMENT. SHE WANDERED IF THEY WERE AVAILABLE IN MOODLE. ANA THOMPSON RESPONDED THAT THEY ARE AVAILABLE AND WILL FIND OUT THE REASON THEY ARE TURNED OFF.

e) **DISTANCE EDUCATION SUPPORT**

1. Ana Thompson is offering specific Moodle support to the Schools. Currently the Nursing department is receiving quiz and question bank help. More specific trainings to be announced.
2. Susan Nelson asked for help finding a better way to export images (math equations) from WebCT to Moodle, as it is an involved, time-consuming process using programs not compatible with Moodle.
3. Suggested topics: Overview, Adding Resources to Your Moodle Course, Posting a Syllabus to Moodle, Using the HTML Editor, Communication Tools, Group Activities, Creating Quizzes and Question Types, Importing questions (Aiken and GIFT Format), Using Forums, Using the Assignment Tool, Introduction to the Moodle Gradebook, Grading Strategies.
4. Other suggestions? Teresa Corkill asked if faculty can control the way courses are listed when they log into Moodle. Faculty would like frequently accessed courses at the top of the list.
5. Ana Thompson asked for input into ideas for trainings, etc.
6. Ana was asked if the emoticon function is available in Moodle? She will investigate.
7. The committee would like to know if there is a pager number for IT that can be called when there are online access problems before or after the college's normal business hours. Ana will look into this.

VII. **Other**

a) **DINO MADSEN– ELLUMINATE**

DINO MADSEN REPORTED HE HAS A DIGITAL MICROSCOPE WITH A CAMERA ATTACHED TO IT AND A MONITOR WHICH DISPLAYS WHAT IS HAPPENING UNDER THE MICROSCOPE. THE MONITOR HAS AN IP ADDRESS WHICH HAS BEEN LINKED TO THE CC NETWORK. USING ELLUMINATE, HE CAN BROADCAST HIS MICROSCOPE ACTIVITY IN REAL TIME. THE ELLUMINATE SESSION CAN BE RECORDED AND UPLOADED INTO MOODLE FOR ASYNCHRONOUS VIEWING AS WELL.

- b) Next meeting, Thursday, October 08, 3-4 p.m., AD 198A

VIII. **Adjournment**

Meeting was adjourned at 4:18 PM.