

## ***Distance Education Advisory Committee***

**Friday, November 7, 2008**

2:00 PM – CE 207

Present: D. Siemens, H. Arnold, K. Volpi, G. Donnelly, H. Loucks, M. DeSalvo, K. Mahlum, B. Mixer, Shawna Murphy, Sharyn Polley, Young, Andrew

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

### **II. Approval of Minutes (10-1-08)**

### **III. Announcements**

D. Siemens has put a Thank You to distance education faculty in the Campus Weekly. Distance Learning Week is November 10-14, 2009. He and B. Dvorak will be visiting with DE faculty during the week and handing out brochures.

K. Mahlum announced that the Core Moodle Team has not been needed as much as was anticipated, but once the switch from WebCT to Moodle is no longer avoidable, the Core Moodle Team expects more requests for help. Faculty can ask the Core Moodle Team member closest in proximity to them for help.

### **IV. Reports**

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

D. Siemens reported for M. H. Perry that 80% of approximately 320 tests administered in September and October were for CC classes. The Proctoring Center will be closed for renovations between December 18, 2008, 4:00 p.m. and January 12, 2009, 12:00 p.m.

#### **B. Course Coordinator – Dave Siemens (for Becky Dvorak) &**

#### **C. Technical Coordinator – Dave Siemens**

D. Siemens reported that Moodle Gradebook manuals have been sent to the Core Moodle Team. Let him know if you want one. He reminded the Core Moodle Team that the Remote Learner faculty support email may be faster than moodle.org for help if he is not available.

February 9, 2009 is the last day to schedule classes for WebCT for Fall 2009.

Track Training has trained 23 people (Track IV – Gradebook and Backup).

D Siemens also reported that Acxiom is going well. There have been 171 hits to exams, 3 fails, and 2 logins, 187 hits total. There have only been a few issues, such as students not being able to put their questions in. CC is in the Wall Street Journal Market Watch for Acxiom. D. Siemens wrote a news release.

110 of 250-300 DE students voluntarily took the pilot student evaluations in Moodle. D. Siemens asked for open discussion of whether or not students should be forced to complete evaluations in Moodle.

B. Mixer said that faculty who are tenured and no longer being evaluated might wonder why their online classes have to be evaluated. He suggested that it is necessary in the first few online classes a faculty member teaches for valuable feedback.

\*\*\*T. Frankland: On another note, I still think we need to have a common question base for distance and traditional class evaluations. If a course is taught via distance and traditionally the content should be similar.

Thanks,

Tammy

(email received 11/12/08)

G. Donnelly would like to see the DE evaluation policy in line with the campus class evaluation policy, not two policies or one policy that's arbitrarily followed.

K. Mahlum suggested that if the evaluations are voluntary, the only responses will be the extreme positive or negative ends and the middle will be missed and it will not be an accurate representation. She asked if the campus evaluation policy is being looked at and B. Mixer said it is on the Faculty Senate to-do list.

H. Loucks asked if all classes were evaluated every semester. B. Mixer said it depends on the department or division as well as requirements of individually accredited programs.

K. Mahlum and B. Mixer discussed various ways to assure course quality, such as peer evaluation, Quality Matters, best practices, as well as promoting DE faculty who are doing a good job with DE Educator of the Year awards, etc. D. Siemens said these things can eventually be done, and the Core Moodle Team is a beginning.

D Siemens announced that WebCT backups will happen monthly, on Friday afternoons. He will send out a schedule.

## **V. Old Business**

### **A. WCET Student Authentication Webinar (Summary)**

D Siemens will send out a link.

### **B. Netiquette model (suggested) for online classes**

D Siemens passed around a netiquette model handout. A netiquette document should be posted in all online classes as a file.

## **VI. New business**

### **A. WEN Video course application process/deadline**

### **B. Distance Learning Week: November 10-14**

B Mixer asked if CC is hosting the next DE conference. D. Siemens affirmed. The conference dates are May 18-[20], 2009. He and B. Dvorak are looking at vendors and considering themes.

D Siemens said students will be uploaded into Moodle for the Spring 09 semester on January 5<sup>th</sup>, 2009. Class shells are already made. All Sp 09 classes will be under a single category in Moodle this time.

## **VII. Other**

### **A. Demonstration of Kindle – Karla Volpi**

K. Volpi demonstrated Kindle, a small book-shaped e-reader. Textbooks are usually less expensive to download than to buy, and more are available all the time. E-books can be downloaded wirelessly.

### **B. Next meeting, Friday, December 5, 2:00-3:00 PM, CE 207**

## **VIII. Adjournment**

Respectfully submitted,

*Ami Dyrek*