

Distance Education Advisory Committee Meeting Minutes
Thursday, November 12, 2009
3:00 p.m. – LI 212B

Members Present: Ana Thompson (Presiding), Michelle DeSalvo, David Siemens, Lois Davis, Kathy Thatcher, Teresa Corkill, Susan Nelson, Margo Perry, Todd Wykert, Peter Van Houten, Dino Madsen

Members Excused: Marty Finch, Kerri Mahlum, Shawna Murphy, Sharyn Polley

Members Absent: Gary Donnelly, Ben Lareau, Bill Mixer

I. Call to order

Meeting officially started at 3:01pm

II. Approval of minutes: September 10, 2009 and October 08, 2009 meetings.

Teresa C. moved to approved, Susan and Dave seconded. Minutes approved as written.

III. Announcements

- a) Welcome Teresa Millan to Distance Ed
- b) Workshops available in November

The following workshops/trainings will be offered by Ana T. and Dave S. in November in the Center for Excellence (BU126).

- **Friday, November 13, 3-5PM** - Using Kaltura-Adding Multimedia to your Moodle Course
- **Monday, November 16, 3-5PM** - Using Kaltura-Adding Multimedia to your Moodle Course
- **Wednesday, November 18, 1-4PM** – Moodle Camp Part I (in place of the Moodle lab)
- **Friday, November 20, 9-12NN** – Moodle Camp Part II (in place of Moodle lab)

The following workshops were offered by Ana T.

- November 9, Moodle Overview and Moodle Backup and Restore
- November 11, Adding Resources to your Moodle Course and Creating Tests in Moodle.

c) Scheduled Moodle upgrade: May 18-21, 2010

- Moodle will be down between May 18-21, 2010.
- There will be no on-line classes available in the mini-mester due to the scheduled Moodle upgrade.
- The plan is to add a new server so the Moodle main components (web server and database) will be in separate machines. This upgrade will allow Moodle processes to run more effectively. Ana mentioned that we would like to be able to create all academic courses in Moodle each semester beginning Fall 2010 at the earliest.

d) Moodle issues (9/29 and 10/3)

- Ana reported that besides the student login issues that affected both WebCT and Moodle caused by the LDAP server on September 29 and October 3, there have been no other instances since.
- Ana mentioned that there have been a few reported instances of Moodle slow down between 1:30 and 2PM. The issue is still being looked at.

-Susan asked if that is the reason why her students are losing their answers to the test that they took around that time. Ana said that one reason could be that the students were using Internet Explorer as the browser. She recommended using Firefox as the internet browser for Moodle.

-Teresa Corkill asked if there is a statement saying Firefox should be used as the internet browser for Moodle. Ana showed where the information is located on the DE website. There is also a link for a free Firefox download in the Technical Requirements tab. She will also add the information on the DE home page and make it visible to the students.

e) WebCT

- Target date to have all WebCT content moved is December 22, 2009. We only have 40 days (from today) left to complete this process. WebCT can no longer be accessed after December 30, 2009. Please inform your fellow faculty to contact Distance Ed if they need assistance with their courses prior to the deadline (December 30, 2009).
- All courses from Spring 2009 are being converted and checked. Please inform DE if there is content missing after the conversion.
- Please let the Distance Ed group know if you have courses that were offered prior to Spring 09 that need converted to Moodle.

- f) Improvements applied to the WYClass site
- There is a new customized message on the site about Spring 2010 courses. Email confirmation is sent to students. See attached sample messages.
There is also a link to WYClass form in Courses tab on the DE website.
 - Spring 2010 courses were loaded into WYClass beginning on October 27, 2009. This process has been completed. Please let the Distance Ed group know if you need further assistance.
- g) The Kaltura active on Moodle. Add multimedia resources and assignments. Please see Workshops above under Announcements for schedules.
- h) On-line Tutoring – SMARTHINKING Pilot
- A campus demo has been scheduled for Tuesday, November 17, 2009 in CE 207. Ana extended the invitation to the group. Light lunch will be provided.

IV. Reports

- a) ATC – Margo Perry
- **Usage**
ATC has a total of 923 tests that were proctored through November 11; 815 of these tests are for Casper College courses (84% of total).
 - **Availability**
Due to the large number of tests that will be available during the first full week of December, the Academic Testing Center is looking at adding additional testing opportunities during that time.
 - **Spring 2010**
The ATC will be open the same hours as Fall 2009. Please see attached schedule.
- The updated instructor form and the updated Policies and Procedures will be sent to all faculty and adjunct faculty through Groupwise before Thanksgiving Break. It will be sent again during Welcome Back week in January.
- b) MOUs and new requirements – Lois Davis
- Lois passed out and discussed the Memorandum of Agreement between Casper College and Natrona County School District #1 for Dual Enrollment in Distance Education Courses. The MOU will help Casper College be in compliance with new Department of Education requirements for Dual Enrollment students.
 - She encouraged the group to take a look at the agreement and let her know if there are any comments or suggestions by Friday, November 13, 2009. At that time, the draft will be finalized by Janet Hoyt.

- c) WebCT course transfers and Spring 2010 classes on Moodle – Dave Siemens
- Spring 2010 classes Moodle shells are ready. Dave encouraged the group to inform their colleague to e-mail DE group if they need assistance moving their contents to the shells.
 - Ana reiterated to pass on the information to their colleagues who are still using WebCT that WebCT can no longer be accessed after December 30, 2009.

V. Old Business

a) Distance Education Site Redesign

- Todd Cotton helped Ana to re-design and make changes to the DE website.
- Ana showed the changes that were made to the website.
 - Susan suggested that the *Technical Requirements* in the Students tab be linked.
 - Lois suggested making the *Register Today* link more visible.
 - Ana will make changes to the suggestions.
- Thank you Ana for making all the changes. The new DE website looks great!

b) Online Student Orientation

- Still in progress. It will eventually be linked on the DE website. Ana will e-mail the group as soon as she has something set-up.

VI. New business

a) Course Evaluations - Kathy Thatcher

- Kathy passed out the most recent draft of the proposed on-line evaluation tool. See attached.
- The tool will go to the Faculty Senate on Monday, November 16, for discussion and hopefully for approval.
- Kathy said that the tool is ready to be piloted. She has mentioned several options by which the evaluation can be implemented such as Moodle, Survey Monkey, or pen and paper.

b) Library Tools Presentation – Michelle DeSalvo

- Michelle discussed various services available to DE students.
- Michelle showed the links to the library databases for Distance Education.
- CC employees, please contact Michelle DeSalvo or David Dutton for the

username and password to access the library databases.

- Students need to use their Web Advisor login info to access the library database
- Michelle discussed that several databases are available to several DE classes. She showed Anatomy as a sample database. She also showed the database of Films On-Demand.
- Links to various tools can also be e-mailed or linked to Moodle shell.
- Captivate tutorials are also available from the Library website.

VII. Adjournment

The meeting adjourned at 4:02PM. HAPPY HOLIDAYS!

VIII. Next meeting.

- December meeting has been cancelled. Ana will e-mail new date and times for spring semester meeting schedules.

Prepared and submitted by: Teresa Millan

Following are supplemental attachments to the minutes.

Find & Register the Courses You Need

All spring 2010 classes will be posted by November 1 to review. Please note that early registration dates vary by college.

The seven Wyoming Community Colleges and the University of Wyoming are proud to work together to present this comprehensive listing of college courses offered by distance delivery methods. The course listing is updated each semester in order to prepare for pre-term registration.

Please note that you can only make registration **requests** through this website. Your enrollment information will be sent to the college hosting the course(s) you request and that college will contact you regarding the success of your registration request. There are many factors that may limit registration, including course pre-requisites, enrollment caps, and student status.

WyCLASS - Request for Specific Course Information

Jane Doe at jane@gmail.com was looking at the course information for ZOO_2110 - N1 and is requesting further information:

Hello,

I have to take physiology online because it is not offered at a time when I can take it in class. It appears that this class is closed, is that accurate? If not I need to enroll and have a couple of questions on how to go about the lab section of this course.

Thank you for your time,

Jane Doe
303.222.8897

Course Info:

Course Title: Human Physiology	Term: Spring 2010
Course/Section: ZOO_2110 - N1	Time Span: January 11, 2010 - May 14, 2010
Instructor: S. Polley	
College: Casper College	
Additional Course Fees: \$0.00	

CASPER COLLEGE
ACADEMIC TESTING CENTER

BU 123

HARRY T. THORSON INSTITUTE OF BUSINESS

SPRING 2010 HOURS:

MONDAYS	NOON – 5:00 PM
TUESDAYS	8:30 AM – 7:00 PM
WEDNESDAYS	8:30 AM – 5:00 PM
THURSDAYS	8:30 AM – 5:00 PM
FRIDAYS	8:30 AM – 3:00 PM

SATURDAY *** 9:00 AM – 2:00 PM

*** (ONLY on 2/6, 3/20, 4/10. 5/1)

To make an appointment at least 24 hours in advance:

Email testing@caspercollege.edu

or call 268-3850

Policies & Procedures are on the web page:

<http://www.caspercollege.edu>

When requesting a testing appointment, please provide:
name/instructor/class/phone number/preferred test date + time.

Thank you.

Casper College Course Evaluation Form

To Improve Instruction and Promote Discussion among Teachers, Students, and Administrators

Was this course required for your major/certificate program?	Yes						No
Questions about yourself							
<i>(1= Never; 2= Rarely; 3= Sometimes; 4= Usually; 5= Always; NA= Does Not Apply)</i>							
I had adequate skills to succeed in this course (prerequisites)	1	2	3	4	5	NA	
The subject matter of this course is of interest to me	1	2	3	4	5	NA	
I was self motivated to learn this course material	1	2	3	4	5	NA	
I was well prepared for each class session	1	2	3	4	5	NA	
I asked the instructor for help/guidance when I needed it	1	2	3	4	5	NA	
I invested enough time and energy to meet/exceed course requirements	1	2	3	4	5	NA	
I participated actively and contributed thoughtfully in class sessions	1	2	3	4	5	NA	
I consistently attended class sessions and/or individual appointments	1	2	3	4	5	NA	
Questions about the course							
<i>(1= Never; 2= Rarely; 3= Sometimes; 4= Usually; 5= Always; NA= Does Not Apply)</i>							
The course content was well organized	1	2	3	4	5	NA	
The expectations for the course were clearly explained	1	2	3	4	5	NA	
The course outcomes were clearly explained in the syllabus	1	2	3	4	5	NA	
The assignments contributed to learning the course content	1	2	3	4	5	NA	
The course was challenging	1	2	3	4	5	NA	
Questions about the instructor							
<i>(1= Never; 2= Rarely; 3= Sometimes; 4= Usually; 5= Always; NA= Does Not Apply)</i>							
The instructor provided clear, fair, and useful feedback/critique	1	2	3	4	5	NA	
The instructor inspired interest and/or discussion in the course	1	2	3	4	5	NA	
The instructor was available and helpful when asked	1	2	3	4	5	NA	
The instructor communicated ideas and information clearly and effectively	1	2	3	4	5	NA	
The instructor returned assignments in a timely manner	1	2	3	4	5	NA	
The instructor treated students and their ideas with respect	1	2	3	4	5	NA	
The instructor used texts and/or other materials effectively	1	2	3	4	5	NA	
I would recommend taking a course from this instructor	1	2	3	4	5	NA	

NOTE: the rating scale changes for the following questions.						
Summary Questions: Compared w/ other similar courses:						
<i>(1=very low; 2= low; 3= adequate; 4= high; 5= extremely high (NA= Does Not Apply)</i>						
This course increased my desire to continue learning about this material	1	2	3	4	5	NA
Overall, I would rate the quality of this course as	1	2	3	4	5	NA
Overall, I would rate the effectiveness of the instructor as	1	2	3	4	5	NA
Overall, I would rate the amount I learned in this course as	1	2	3	4	5	NA

Please provide any additional objective comments you might have about this course or the instructor. Please continue writing on the back of this sheet if you need additional writing space.