

Distance Education Advisory Committee Meeting Minutes
Wednesday, November 17, 2010
2:00 p.m. – AD 174

Members Present: Ana Thompson (Presiding), Michelle DeSalvo, Gary Donnelly, Marty Finch, Ben Lareau, Dino Madsen, Kerri Mahlum, Susan Nelson, Margo Perry, Sharyn Polley (tele-conference), Jodi Schoonover, David Siemens, Kathy Thatcher,

Members Excused: Terry Gunderson, Bill Mixer, Pete Van Houten

Members Absent: Todd Wykert

Guests: Liz Ott

I. Call to order

Meeting was called to order at 2:02 pm.

II. Approval of minutes: October 27, 2010 meeting.

Susan made a motion to approve minutes, Dino seconded. No further discussion. Motion passed and approved. Minutes approved as posted.

III. Announcements

a. As of July 1, 2010 Casper College has 66 degrees and 6 certificates offered online according to the new HLC definition. The new definition states that a degree with at least 50% of the requirements taught online is classified as an online degree. Casper College is the **first** institution in the state of Wyoming that has the most number of degrees and certificates being offered online. You can check the updated information at the HLC website:

http://www.ncahlc.org/component/option,com_directory/Itemid,184/form_submitted,TRUE/institution,/lang,en/showquery,/state,WY/submit,Search/ and then click on **Casper College**

b. Last day of fall semester, Thursday, December 16. **Grades are due Monday, December 20 by 5 PM**. Please share the date with your colleagues.

c. WyDEC Conference is scheduled for May 22-25, 2011 in Riverton (Central WY College). Please check the DE Blog and the DEAC course on Moodle for updates and more information.

d. Find news, tips and scheduled events at the DE Blog (ccdistanace.blogspot.com). This site is regularly updated.

- e. Dept of Education Initiative on institutions is working on having a physical presence to teach distance courses/programs in other states. Present status, unclear at this time. More information will be provided as we get them.
- f. Ana mentioned that DE will investigate mMoodle, an application that supports courses taught online so they are accessible from newer mobile devices such as the iPhone, iPad, Droid and Blackberry. This application will allow students to access their classes on the go. Gary shared that one of his students is taking the tests and responding to forums via his Blackberry. Gary's student likes it. Discussion ensued. DE is still investigating the test site. Boise state initiated testing this feature. Ana is coordinating with them and waiting for the results of their test. Ana will provide more information as it becomes available. Ana encouraged members to let DE know if anyone is interested in testing this application.
- g. Campus-wide Course Online Evaluations will open Nov 29 at 12:00 AM and will close Dec 10 at 11:59 PM. DE will be sending out reminders to students and instructors before they open, as they open, and before they close. Reminders will also be posted on Moodle front page. All 'N' and 'T' sections will be evaluated online. Some face to face classes will also be evaluated online as per the request of the instructor. Please note that any instructors using meta course shells will need to open individual sections for the course evaluations. This will separate the data by section for reporting purposes. Dave and Ana showed what the students will see when they access the evaluation. Ana did a little presentation on how to complete the evaluation. She also mentioned that the looks and features will be improved when we upgrade to Moodle 2.1 version.
- h. Spring IT Maintenance schedule is May 23 – June 3. Moodle may not be accessible at this time. Summer online classes will be offered during the eight week session **ONLY**. Although there will be 2- six week summer blocks, there will be no distance education offerings for the 6 week sessions.
- i. SmarThinking online tutoring services will be closed from November 24, 2010 at 4 PM (MST) through November 27, 2010 at 7 AM (MST). Live tutoring, offline question submissions, and essays will not be accessible during this time. Please also note that Customer Service will be closed during this holiday period and will reopen on Monday, November 29th at 6 AM (MST).
Reports

IV. Reports

a. ATC – Margo Perry

- Usage

Fall 2010 *1013 - Total tests proctored through November 16, 2010
856 - Tests for **Casper College courses** (84.5% of total)
55.4% of CC tests were online (474 tests)
31 - DE tests for other institutions (3.1%)

* *Test length varies from 30 minutes to 6 hours each.*
The majority of tests are between 60 – 90 minutes.

- **Staffing**

- Margo Perry

- Attended the following CC DE presentations:

- Repurposing Content for Online Training via WebEX
 - Kryterion Online Proctoring (OLP) Presentation

- Rebecca Kruse (Beccy)

- Has submitted notice that she will no longer work in the Academic Testing Center after this semester because her hours were expanded at her other part time job. She will be missed. The process has begun to hire a replacement to begin in January 2011.

- **Facilities**

- The General Testing Room in BU 122, together with the addition of Testing Center Specialist Jamie Boyce three days a week, has allowed the ATC to better accommodate student and instructor testing requests and needs.

- The first test with an audio component was administered in BU122 this morning.

- **Testing companies**

- The ATC will no longer offer testing through Certiport.

- **Hours**

- The ATC will be closed between semesters from December 17 until it reopens on Monday, January 10.**

- Operating hours for Spring 2011 will be the same as Fall 2010. These hours and other forms will be Emailed to faculty in December and again in January, and will also be available on the ATC webpage and in the ATC in BU123.

- The ATC is expanding. Margo has encouraged the group to keep all testing needs and requirement coming.

- Ana added information about Kryterion. Kryterion is an online proctoring system that has really good features. However, it is a little expensive. Ana appreciated all the work Margo puts in for our ATC department.

V. Old Business

- a) SmarThinking online tutoring – Available to all registered Casper College students via single sign-on in the Moodle4Me environment – As of Nov 17:
- i. 517 distinct students have access the site (478 reported last month)
 - ii. 162:26 hours used (116:22 last month)
 - iii. 124 distinct users (108 last month)
 - iv. 327 total sessions (222 reported last month)
 - v. Subjects in order of most use:

Essay Center (122 sessions)	Intro to Finance (84),
Introductory Accounting, (38)	Algebra (32)
Writing (All Subjects - 12)	Basic Math Skills (11)
General Chemistry (9)	Geometry and Trigonometry (4)
Statistics (4)	Physics (2),
Calculus (3)	Biology (2)
Career Writing (1)	
 - vi. 143 Feedback were received from using SmarThinking. Except for 1 negative feedback, all comments were positive and constructive.
- b) Ajax Marking – Dave
- Ajax marking was completely removed from the system until all the glitches have been fixed. DE is continually coordinating with Remote Learner to fix the issues. Dave is investigating on a new tool to replace Ajax for the time being while Remote Learner is fixing the problem. More information will be provided.
- c) Films on Demand
- David Dutton recommended using IE to access Library databases or download a plugin for Mozilla Firefox. He also said that he will try to put the plugin for Mozilla Firefox on the login page.
- d) Other Concerns
- Ana encouraged the group to send DE any feedback or comments that will improve DE services.

VI. New business

- a. Intro to Online Learning
- Ana is developing a one-credit online course that will be offered this summer as a pilot. It is a two week long course but can be completed within a week. Ana is hoping to do the first session tentatively May 9 – 22 for high school students and

the second class (Aug 15 - 28) to all students. Ana is in the process of finalizing this course. She will provide more information as soon as she gets them.

- Discussion about making this class a prerequisite or concurrent requirement in taking an online class ensued.
- Ana showed the links to orientation and tutorials for students to look at. The tutorials have information on how to access Moodle, submit assignments, etc. However, the members strongly believe that it will be beneficial to the students taking online classes if this class becomes part of the requirement.

b. Distance Ed Report – Ana

- Ana discussed that one of the main issues for most institutions that was highlighted in this report is the ADA compliance. She has mentioned that the reason for this is due to lack of budget and human resources.
- Casper College is among the 15% providing technical support during the normal working hours, 32% provides 24/7 and another 32% provides Weekdays, Evenings and Limited Weekends. Ana mentioned that some institutions are looking at outsourcing technical help during off hours, i.e. evenings and holidays.
- Blackboard has the biggest market share as the Primary LMS Application for Online Program. This is due to their latest acquisition of WebCT, Angel, and Elluminate. Moodle ranks second. However, due to high cost and lack of technical support from Blackboard, more and more institutions are shifting to a more reasonably priced or open source LMS like Moodle.
- There's an issue about face to face vs online delivery. There is no data that will support one is better than the other.
- For full report, please check the DEAC course on Moodle ,
(<http://wcet.wiche.edu/wcet/docs/moe/ExecSummary-ManagingOnlineEd-2010.pdf>)

c. Other

Sharyn asked inputs on how she can address students requesting extra time on tests. Liz mentioned that students are sent to Accommodation Services so they can document the student's need. Margo mentioned that extra time is determined depending on the accommodation the students need. Accommodation Services usually send the students to the Proctoring Center if they need an extra time for taking the test. Ana recommended sending the student to Accommodation Services to determine how much extra time the student need for taking the test.

VII. Adjournment

Meeting was adjourned at 3:00 pm.

VIII. Next meeting

Watch out for announcements! Have a good and safe holiday! See you spring semester

Prepared and submitted by:

Teresa Millan

Casper College Distance Education Course Offerings

<u>Semester/Year</u>	Number of Course Sections by Delivery Style					<u>Total Sections</u>	<u>Number of Faculty (Unduplicated)</u>
	<u>Internet</u>	<u>Television</u>	<u>Compressed Video</u>	<u>Hybrid</u>			
Summer 2010	60			3		63	28
Fall 2010	130	3	3	11		147	74
Spring 2011	140	3	3	9		155	81
2010-2011 Total	330	6	6	23		365	
Summer 2009	45			3		48	22
Fall 2009	125	4	1	11		141	71
Spring 2010	126	3	1	19		149	74
2009-2010 Total	296	7	2	33		338	
Summer 2008	47	1				48	24
Fall 2008	113	3	2	4		122	67
Spring 2009	115	3	3	13		134	70
2008-2009 Total	275	7	5	17		304	
Summer 2007	50	1				51	25
Fall 2007	103	3	6	6		118	68
Spring 2008	110	3	3	5		121	72
2007-2008 Total	263	7	9	11		290	
Summer 2006	49					49	24
Fall 2006	97	3	3	3		106	64
Spring 2007	98	3	5	6		112	70
2006-2007 Total	244	6	8	9		267	
Summer 2005	47	1				48	29
Fall 2005	101	5	3	4		113	63
Spring 2006	88	4	4	5		101	64
2005-2006 Total	236	10	7	9		262	
Summer 2004	41	1	1			43	25
Fall 2004	77	5	4	4		90	57
Spring 2005	84	6	2	3		95	62
2004-2005 Total	202	12	7	7		228	
Summer 2003	27	2	1			30	21
Fall 2003	69	7	7	5		88	53
Spring 2004	72	4	4	2		82	55
2003-2004 Total	168	13	12	7		200	
Summer 2002	26	2				28	17
Fall 2002	58	9	2			69	46
Spring 2003	65	7	1			73	48
2002-2003 Total	149	18	3	0		170	