

Distance Education Advisory Committee

Meeting Minutes

December 5, 2008

2:00 PM – CE 207

Present: Becky Dvorak, Heidi Arnold, Kelly Politte, Susan Nelson, Michelle DeSalvo, Terry Gunderson, Bill Mixer, Andrew Young, Margo H. Perry, Sharyn Polley

Absent: David Siemens, Lois Davis, Gary Donnelly, Marty Finch, Tammy Frankland, Ben Lareau, Kerri Mahlum, Shawna Murphy, Todd Wykert

I. Call to order

II. Approval of Minutes (11-7-08)

K. Politte moved to approve the minutes, Heidi Arnold seconded. Minutes were approved as written.

III. Announcements

B. Dvorak reminded the group that the 2009 e-Learning Consortium will be in Vail, CO, April 15-17, 2009, and handed out a flyer. Website: <http://telecoop.org/>. Anyone who wants to attend will have to pay his/her own way. B. Dvorak suggested sharing rooms to cut down on the expense. She will keep a log of who is going and help organize rooms, so contact her if you are going.

M. DeSalvo reported that D. Siemens has been training her in Moodle and the Library now has a shell in Moodle.

IV. Reports

A. Proctoring Center – Margo Perry

M.H. Perry talked about high stakes testing protocols. She discussed the use of calculators and the Academic Testing Center's new policy of not erasing the memories on them. The Center has calculators for checkout.

B. Course Coordinator – Becky Dvorak

B Dvorak handed out spring 2009 schedules for faculty Moodle training. There will be four tracks, four sessions per track, and open lab hours. There will be 45 contact hours available. Sign up with Glenda Pullen for contact hours.

B Mixer suggested that more faculty might be willing to develop online classes if they received credit for the time involved in the development. After some discussion, B. Dvorak announced that faculty release time for course development will be added to the agenda as new business for the January 30 meeting.

B Dvorak handed out WCET survey about policies, practices, student identification verification, etc. Discussion ensued regarding the types of information being asked by Acxiom. B. Dvorak also told the group about teachertube.com, which can be embedded into Moodle.

C. Technical Coordinator – Dave Siemens

No report

V. Old Business

A. DE Definition

The group decided to table the issue in order to gather more information and create a definition that is close to the government's definition.

B. Personnel request update

B Dvorak said that Distance Education has asked for two full-time positions, a Director and a Specialist. She has asked Dr. Simone that Distance Ed be its own division and that the Director report directly to the Vice President for Academic Affairs.

VI. New business

A. DE Assessment Report 2008-2009

B Dvorak has been entering outcomes and measures and goals in Weave. She noticed that the DE mission statement does not coincide with the current mission statement. She passed out copies of the DE assessment report from Weave. She asked that committee members look at the current mission statement and email suggestions to her by December 12 as to a new DE mission statement that coincides with the current CC mission statement.

B. WyDec Conference 2009 – Casper College Hosts

Casper College will host the 2009 WyDec Conference May 18-20. M.H. Perry is helping plan the conference and Laurie Lye is helping with registration. B. Dvorak would like members of the Distance education Advisory Committee to serve as hosts for the conference sessions that they plan to attend. This year's conference theme is Surf the Global Wave of Distance Education. Paul Marquard will be the MC.

B Mixer advised against a buffet style dinner as a lot of time is wasted waiting for everyone to get through line.

C. Online Course Guidelines

B Dvorak handed out Online Course Development Guidelines, effective August 2009. Provides guidelines for faculty who have never taught online. Faculty that have seen the proposal have given it positive feedback. B. Dvorak would like feedback from the committee.

B Dvorak researched online models and found that some colleges expect course proposals to be completed in three months and others not until twelve months before the first day of class. She is currently asking for completion four months before classes begin.

B Mixer suggested a longer time. B. Dvorak said that a new faculty member may not be hired in time to complete a course proposal under longer guidelines. T. Gunderson said it took him an entire semester (nine months) to create his first course on WebCT and a year to consider how to teach online. B. Dvorak said the Introduction to Teaching Online course she proposed which would help new faculty to teach online was rejected by the curriculum committee. The course proposal guideline states it is required for new online faculty and at time of curriculum review the syllabus should have been worded recommended instead because the online course proposal was not in effect. She plans to resubmit this class to the curriculum committee.

B Dvorak will suggest four to twelve months for completion of the online course proposal. Committee members are to take this proposal back to their divisions for review and further discussion at the next meeting.

VII. Other

A. Next meeting, Friday, January 30, 2:00-3:00 PM, CE 207

VIII. Adjournment

Meeting adjourned at 3:13 p.m.

Respectfully submitted,

Ami Dyrek