

Distance Education Meeting
December 7, 2007 – CE 207 – 2-4pm

PRESIDING: Lois Davis, Dean of Educational Resources
PRESENT: Todd Cotton, Gary Donnelly, Marty Finch, Dawn Gallinger, Megan Graham, Terry Gunderson, Audrey Hentzen, Kerri Mahlum, Bill Mixer, Margo Perry, Kelly Politte, David Siemens, Andrew Young, Carmen Springer-Davis, Sharyn Polley (by phone).
GUEST: Dr. Carmen Simone

- I. **Called to Order:** The meeting was called to order at 2:00 p.m.
- II. **Approval of Minutes of November 2, 2007:** L. Davis asked for a motion to approve; Andrew Young moved, seconded by Kerri Mahlum. Motion passed.
- III. **Announcements:**
 - Dr. Simone announced that Michael Woodhead is no longer working for Casper College. Dr. Simone added that this is an opportunity to think about changes to distance education.
- IV. **Old Business**
 - A. **Strategic Plan:** L. Davis distributed a hardcopy of the DE Strategic Plan and went over the following:
 - Some of the items dated March 2008 may have to be set back.
 - Reviewing Positions in DE is also ongoing.
 - Dr. Carmen Simone mentioned that although Distance Ed will remain under the Academic Affairs Strategic Plan, other areas such Student Services, College Relations, Administrative Services, and IT will be combined in Casper College's Strategic Plan. Final draft of the Academic Affairs Strategic Plan will incorporate Educational Resources and Continuing Education and will include some positive changes.
 - Student Orientation to Online Learning, Bootcamp, or Student Readiness Test. More work is needed to provide feedback to students considering an online class for the first time.
 - Promoting Online Degrees: Ideas included:
 - Promoting DE courses on the catalog under a special designation for online courses.
 - Online instructors providing Todd Cotton information to promote programs on the website.
 - Designing a brochure identifying only online degrees
 - WYDEC promotion at statewide level
 - Classified ads in the Casper Star Tribune
 - Course/Instructor Appraisal. Both instructor peer reviews and Course/instructor student evaluations were discussed. WYDEC has and is continuing to support Quality Matters. Dawn has been working with faculty senate to develop an online Course Appraisal method.
 - Meeting Dates and times: It was agreed that the committee will meet Wednesday, January 9, 2008, at 11am, Krampert Theatre. Location to be confirmed later.

February 1, 2-4pm – AD 198A	April 4, 2-4pm – CE 207
March 7, 2-4pm -- CE 207	May 2, 2-4pm – CE 207

V. **New Business:**

- A. The 2008 WYDEC Distance Education and Workforce Development Conference has been moved to LCCC, Laramie County Community College (Cheyenne, Wyoming). May 19-21, 2008. Block of 100 rooms, available until May 18, 2008 at the Holiday Inn, \$70/night. Theme of the conference is Distance Education & Workforce Development.
- B. L. Davis mentioned that the link to WY State Distance Courses is now served thru EWC. <http://wydec.wy.edu/courses/> Lois added to be patient, as it takes awhile for the page to load. She also has a link for WEN courses; she will email the link address.
- C. Netiquette. S. Polley mentioned the difficulties with student's inappropriate behavior in DE courses and asked if a netiquette contract could be signed by students taking distance ed courses. After a discussion, it was agreed that this issue and its repercussion should be addressed by placing Orientation Modules on our web site. Instructors who have developed appropriate introductory modules for Netiquette and/or other Orientation items are asked to work with Todd Cotton to place the modules on our web site. A link to the Student Code and Conduct was also suggested. L. Davis will check on the link.
- ACTFL Conference: M. Perry reported that she attended the 41st Convention of the American Council on the Teaching of Foreign Languages, November 15-18 in San Antonio, TX. The ACTFL convention features over 500 educational sessions covering the whole spectrum of the foreign language profession. It draws approximately 6,000 attendees and is the only national event bringing together all languages, levels and assignments within the profession, including online courses using a variety of tools, including Elluminate, Desire to Learn (D2L), Moodle, WebCT, and Blackboard and others. Several sessions discussed course design and related time or financial compensation, marketing, protection of syllabi as intellectual property, office hours for faculty teaching distance ed courses.
 - CMS Survey: Dr. Simone reported that a survey was done before Thanksgiving thru her office. The response rate was low. Several respondents asked for Blackboard CM review. Since WebCT is supported by Blackboard, no change in technical support would be expected. Dr. Simone will support WebCT at least through December 09 and no change would be made within a school year. WebCT has agreed to license Casper College on a yearly basis. For the immediate future, faculty can choose to use either WebCT or Moodle.
 - Positions within DE. This is an opportunity for Casper College to review DE positions. We will need to provide both faculty and student support.
 - David Siemens reported that he had worked with Learning Mate who has demonstrated a Casper College course content move from WebCT to Moodle.
 - Elluminate is available to supplement CMS by streaming audio and video.
 - Orientation to Moodle: David Siemens will be teaching ITEC 1990 Spring 2008, Orientation to Moodle. The class is designed for faculty.
 - Other:
 - L. Davis mentioned that she has asked Todd Wykert to be the contact person for WEN courses and Telecourses.
 - M. Finch had asked about percentage of DE students: 1,183 unduplicated students or 27.5% of Casper College students are taking DE courses. When measured in FTEs, Distance Education accounts for 13.80% of Fall 2007 enrollment. Summer 2007, Distance Education accounted for 50% of FTEs generated.
 - Non-traditional students' info will be reported at next meeting.

NEXT MEETING: January 9, 11:00 am. Location: Krampert Theatre
ADJOURNMENT: 3:15 p.m.