

Distance Education Advisory Committee Meeting Minutes
Wednesday, September 29, 2010
2:00 p.m. – AD 174

Members Present: Ana Thompson (Presiding), Michelle DeSalvo, Marty Finch, Ben Lareau, Dino Madsen, Bill Mixer, Susan Nelson, Liz Ott, Margo Perry, Jodi Schoonover, Dave Siemens, Kathy Thatcher, Pete Van Houten

Members Excused: Gary Donnelly, Kerri Mahlum, Sharyn Polley

Members Absent: Todd Wykert

I. Call to order

Meeting was called to order at 2:04 pm.

II. Approval of minutes: April 28, 2010 meeting.

Susan N. moved to approve minutes, Bill M. seconded. Minutes approved as written.

III. Announcements

- a. 2011 WyDEC Conference May 16-18, 2011 will be hosted by CWC, Riverton. Ana will provide more information as she gets them.
- b. **Scheduled downtime maintenance October 9.** This is a State wide hardware upgrade on WEN. Maintenance will hopefully be done by noon, but it is possible that the outage will last longer. Local systems (on campus) will be up but Remote access will not be available. Please take this into account for upcoming tests and deadlines. Also, please advise your schools/departments and your students of the downtime schedule. Advisory has also been placed on Moodle page.
- c. Upcoming fall DEAC meetings: **Oct. 27, LI 215A** and **Nov. 17, AD 174**. Both at 2 PM.
- d. Introducing Pat Auflick – Pat is the new Library Director.
- e. WY Center of Excellence in Laramie – New Director Dr. Liz Simpson. Ana created an Introduction presentation about Dr. Simpson in DEAC Moodle4me course. Please check out the presentation.
- f. Last day of fall semester, **Thursday, December 16. Grades are due Monday, December 20 by 5 PM.**
- g. Find news, tips and scheduled events at the DE Blog ([ccdistance.blogspot.com](http://ccddistance.blogspot.com))

IV. Reports

a. ATC – Margo Perry

- **Usage**

2008-09 total: 2,183

2009-10 total: **3,631** (166% of 2008-09)

Fall 2010 **232** - Total tests proctored through Sept 24
147 - Tests for Casper College courses (63.3% of total)
63.2 % CC tests were online

- **Staffing**

Margo Perry holds certifications for all ATC testing companies.

Mildred L. Nissen (Millie) left the ATC at the end of Spring 2010 semester. Her first grandchild was born in August and is doing well.

Rebecca Kruse (Beccy), who replaced Millie, has completed the general ATC training and several high-stakes proctor certifications including ACT, WorkKeys, Castle, and NCCT.

Patricia Coleman (Patti) holds certifications for all ATC testing companies.

Jamie Boyce has been hired as of October 1 as the GED/ATC Testing Center Specialist. She will work with Kim Byrd, Student Success Coordinator, on paper/pencil GED exams and at the Academic Testing Center in the General Testing Room, BU122 proctoring CC online exams. Because the GED training is extensive, for now she will not receive full ATC training nor any high-stakes certifications.

- **Testing companies**

Highs-stakes testing has been added for:

- ✓ The PSI Atlas system. PSI is the parent company of LaserGrade, whose tests we have proctored for several years. The PSI training was cursory and the system is not yet running smoothly.
- ✓ NCCT. This testing for Medical Assistants was added to compliment a CC Continuing Education program.
- ✓ DSST. We have not yet changed our administration of these tests from pencil/paper tests to IBT (internet based testing) because other testing centers have experienced some difficulties. This will be monitored.
- ✓ ACT-NALA. The CLA (Certified Legal Assistant) exams have moved from pencil/paper tests to IBT (internet based testing) and are offered here since we are an ACT Center. These exams support the CC Para-legal program.

- **ADA**
The Academic Testing Center continues to provide testing support for CC Accommodative Services. Patti works with Brent Heuer to assure that the ATC has the necessary ADA documentation on file. The ADA testing volume in the ATC has increased.
- **ATC Statistics**
Beccy has created a detailed Excel sheet for these statistics and will maintain and update the information.
- **Make up exams**
During the summer, Patti and Beccy revamped the “Faculty File Draw” for paper/pencil make-up tests. This should help avoid possible “in” and “out” filing errors.
- **CC Information Fair**
This event in August was an excellent opportunity to introduce our services to new faculty and to answer questions for others. The ATC forms and information were available.
- **Exams with auditory components**
We are looking into the possibility of being able to administer exams on Moodle which have an auditory component.
- Margo also encouraged the group to use ATC even for DE classes.

b. Moodle4Me – David Siemens

- i. Updates – Hardware, software, theme.
 - Most “quirks” have been fixed. Please continue to send us your feedback.
 - Gradebook – improvements have been made. Susan and Liz suggested further improvement on the Gradebook set up. Dave will look into the suggestions.
 - Dave is researching on extra timing for quizzes. Discussion ensued.
 - Dave and Bill are working on Kaltura resources.
- ii. Spring Classes will be created starting Oct. 18
- iii. My Moodle – Provides access to all students to Links, Mail and SmarThinking prior to going into course

1. Student Note on page: you must click on the course name to access class content
- c. DE enrollment. Please check the DEAC course on Moodle for available printed report. Data shows that we have the biggest DE enrollment this year.
- d. MoodleMoot 2010 – San Jose
- i. DE team had great experience. Budget limitations, wish lists for additional options, and great successes are the most common problems of most schools which are consistent with CC problems. Some schools have done their customizing of features to address school needs. In most cases, those needs are addressed by the Moodle community and offered as a core component of Moodle. Issues arise when too many customizations are made. The LMS becomes incompatible with ongoing versions and extra local personnel or outsourcing is required to maintain local versions.
 - ii. Forum Talk. Dave talked about the Forum talk activity. This is a forum activity that uses both video and text resources. Dave said this is a good resource and that he is still investigating it.
 - iii. Discussion area for Distance Education. This is a good place to communicate concerns about Moodle. All faculty and DEAC members can access this site.
- e. Other
- Taking Tests on Moodle. Ana suggested advising students to use wired connection when taking tests on Moodle. This is to avoid disconnection issues.

V. Old Business

- a. Extra time on quizzes role – provides an option so students who need extra time can easily take a test online. When using the same test as the rest of the class, best practices recommend to set a “soft” time limit with those students who needed it so expectations are communicated clearly. Instructors may impose a “penalty” if the soft time limit is exceeded.
- b. SmarThinking online tutoring – Available to all registered Casper College students via single sign-on in the Moodle4Me environment
 - i. 353 Registrations (students accessed site)

- ii. 26:23 hours used
- iii. 24 distinct users
- iv. Areas: Basic Math, Writing, Physics, Chemistry, Accounting, Calculus, essay Center, Algebra

VI. New business

- a. Michelle DeSalvo
 - Michelle talked about the Student/Faculty Focus Group
 - The new service will also be discussed at the Student Senate
 - The first Focus Group meetings will be held in October
 - Please check the Library web site for more information
- b. WebEx – New web conferencing tool that replaced Elluminate – Upcoming Trainings BU 126 1-2 PM. Other trainings TBA. Information at DE web site > Faculty tab. Individual appointments can also be set up. Please e-mail DE at distance_ed@caspercollege.edu to schedule session/s.
- c. Importing Test Banks into Moodle4Me. Information at DE web site > Faculty tab
 - i. Aiken or GIFT formats
 - ii. Publisher-provided formats
 - iii. Importing question instructions
- d. Instructor Course Packet – Located in the Instructor Demo Course and can be accessed via the Instructor Help Menu in Moodle.
- e. LATN 1010-C1 – First year Latin course going very well. Unique course transmitted/taught from Oaxaca, Mexico. M-TH 2-3 PM at Werner Tech. There are 15 registered students at Casper College.
- f. Course Evaluations – Dallen in IT is working on a reporting tool that will use the same format for paper and electronic student evaluations. This process will help reduce errors by pulling information directly from our systems.

VII. Adjournment

There being nothing else to discuss, the meeting was adjourned at 3:01 pm.

VIII. Next meeting

October 27, 2010 – 2-3pm, Library (LI 215A). Snacks will be provided.

Prepared and submitted by:

Teresa Millan