Distance Learning Advisory Committee

MEETING MINUTES

Friday, September 2, 2016
TEC Conference Room

Members in attendance:

Jennifer Baine
Dr. Mickey Best
Dr. Ken Bridges
Benjamin Cagle
Dr. David Carty
Caroline Hammond
Jim Roomsburg
Roslyn Turner
Dr. Susanne Wache
Nancy Whitmore
Lauri Wilson
Ray Winiecki

Meeting began at 8:06 AM.

Instructor Blackboard/online course design/delivery training

Dr. Best presented a proposal to be added to the DL Policies and Procedures, that would require instructors who had never taught an online or hybrid class to receive training (attached). It would also create optional advanced training for instructors who have experience teaching online/hybrid class(es). DL Committee accepted the proposal with amendments.

From the above discussion, the committee considered the possible creation of an instructor's equivalent to our current Campus Technology course, to teach new instructors the basics of Blackboard. This would alleviate work on deans/other instructors from giving individual desk-side training to these instructors. This discussion, in turn, brought up the former mentor program. This would be a first step, not taking the place of more thorough training on course design/delivery/etc.

1) **QM Certified courses**

Benjamin Cagle stated that the college might seek to have at least one online course be QM Certified.

2) Supervising deans being in faculty's Blackboard classes as observers

Dr. Best explained that the Faculty Evaluation Plan states that "Classroom/ laboratory observations may be <u>announced or unannounced</u>," and that the deans being in the Blackboard classes allows them to observe without making changes to the class or burdening the DL Dept. with adding them to the Blackboard classes. Dr. Best took responsibility for faculty not being notified that the faculty's respective deans were being added to the Blackboard classes. Dr. Best said he would send an email to the faculty explaining why the deans were added to the Blackboard classes.

Currently, deans receive all announcements that are emailed, as well as emails sent from Blackboard to "all users". Benjamin Cagle is going to try to turn off that feature for the dean's accounts. A concern was there was not a policy stating the deans should be in all of the Blackboard classes, but Dr. Best stated that the above quote from the Faculty Evaluation Plan allows it.

3) Online Faculty Handbook

Jim Roomsburg said the online faculty handbook is coming along nicely. When completed, it can be used as a training tool for new faculty.

4) Interviews for Director of Distance Learning

Interviews have been conducted to fill the Director of DL Dept. (position formerly held by Dr. Denise Robledo). A concern was raised that no faculty members and no DL Committee members were included on the selection committee. It was noted a faculty member was asked to be on the selection committee but was not notified of when the interviews were scheduled.

5) Topics tabled for next week

The meeting ran late, so these topics were tabled for next week:

- Online class enrollment limit of 30 – policy doesn't appear to have gone through shared governance structure but is included in the DL Policies & Procedures manual on the SouthArk website.
- Archiving and purging classes from the Blackboard system – no policy has been established for this to take place, though it must, due to storage limits with Blackboard. Also, some faculty did not understand that archived classes could not be retrieved easily.
- Possibly adding Credo (library research database) training to Campus Technology or SAS classes.

The **DL Comm. will meet again in one week (8:00am 9/9/16)** to discuss these tabled topics.

Meeting ended at 9:00 AM.