

Distance Learning Committee

Meeting Minutes

Date: March 31, 2017 (replacing the April 2017 meeting)

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Members in attendance:

Name	Position/Area
Caroline Hammond - <i>Ex-officio</i>	Dean, Health and Natural Science
Ray Winiecki - <i>Ex-officio</i>	Dean, Career and Technical Information
Dr. James Yates - <i>Ex-officio</i>	Dean, Liberal Arts
Jennifer Baine	Instructor, English
Benjamin Cagle	Distance Learning Specialist
Dr. David Carty	Director, Process Technology (PTEC)
Linda Lephiew	TAACCCT
Robert Norman	Director, Distance Learning
Jim Roomsburg	Division Chair, Business and Information Technology
Roslyn Turner	Instructor, Business/Computer Information Systems
Sherri Whitehead	Corporate Education Specialist
Nancy Whitmore	Professor, Health/Physical Education, Kinesiology, Geology

I. Approval of February 24th meeting minutes

Jim Roomsburg called the meeting to order at 8:10 a.m. Jennifer Baine made a motion to approve the minutes from the previous meeting. Benjamin Cagle seconded the motion. The motion was called to a vote. The motion passed.

II. Old Business

No old business was discussed.

III. New Business

a. Examity Online Proctoring: Robert Norman spoke about Examity Online Proctoring. He stated that there would be a pilot of the online proctoring service this summer, giving us more information to consider. There was a question if Examity would be expensive for students. Robert stated that the goal would be to offset the cost of Examity by using funds that are already budgeted for Respondus. Since students already pay a distance learning fee, Robert said he would not be in favor of passing the cost on to students.

b. Blackboard Collaborate: Robert reported an increase in Collaborate usage among faculty. There are faculty members using Collaborate for classes and office hours. Nancy Whitmore finds it helpful to record a study session for each unit, which is then made available to students. Donna Hendricks posted in the chat forum that Collaborate has helped when troubleshooting with online students.

The ability to edit Collaborate videos was questioned. Robert answered that the only part of Collaborate videos that can be edited are the video titles, and for this reason, Ilos is recommended for editing videos. Nancy commented on her success with Ilos, including the use of the captioning feature. She also shared her appreciation of Ilos customer support.

The Logitech HD Pro Webcam C920, which has a built-in microphone and costs about \$70, was recommended for those people who do not have a webcam.

c. Faculty Course Load:

Robert reported an outcome from the last Planning Council meeting. Striking the course load statement from the Distance Learning Policies & Procedures manual was approved by the Academic Affairs council; but at Planning council, Dr. Jones sent it back to the Distance Learning committee with the reason that a wider policy should be in place first.

Nancy Whitmore reported on the last Faculty Affairs meeting, where a recommendation was approved. The recommendation is that the maximum enrollment for all sections (non-cohort) be 24. Anything over 24, and the teacher would be paid by the head. At 8 or more over, the class would split.

There was a question as to whether or not the issue of instructors who currently are being paid per head was addressed at the Faculty Affairs meeting. It was stated that this issue was addressed in the recommendation, which would make the practice of paying instructors per head consistent among the divisions; that is, the maximum enrollment for all sections (non-cohort) be 24. Anything over 24, and the teacher will be paid by the head. At 8 or more over, the class splits into two sections.

There was discussion about what day the count would be done. Would it be the first day of class, the day after a student cannot add, or would it be the 11th day?

d. Distance Learning Committee Membership in 2017-18:

1. Committee Representatives

There was discussion about how many members from the Career and Technical division should be on the committee. It was mentioned that although the Distance Learning committee is designed for two representatives from each of the

academic divisions, the Career and Technical division has no online classes and the Liberal Arts division has the majority of online classes; therefore, the question was raised: should the Distance Learning committee go with the standard plan or maybe request an exception? It was stated that Liberal Arts is heavily over-represented partly as a consequence of the merger of the Business and Technical division into Liberal Arts.

There was concern expressed that, despite what type of committee it is, if the committee does not have equal representation from each division, then there would be the risk of bias toward one division's thinking versus another. Dean Winiecki stated that he is fine with having two representatives on the committee while at the same time being open to suggestions. The discussion concluded with comments in favor of each division being represented, and that equal representation from the divisions is important despite the fact that there are not any online classes in the Career and Technical division—a fact that is expected to change.

Do we want student representation on the committee? Caroline Hammond moved to officially request a student services representative be assigned to the Distance Learning committee. The motion was seconded by Donna Hendricks. The motion passed.

2. Committee Membership Rotation Cycle

The need for a schedule to begin rotating the senior most members off the committee membership so that vacancies can be filled by the nominating committee was expressed. Robert asked if there were any volunteers to rotate off of the committee. Nancy Whitmore, Donna Hendricks and, since her position ends at the end of September, Linda Lephiew volunteered to be rotated off.

Jim Roomsburg did not object but is fine being chair for next year. Several members provided comments that were in approval of Mr. Roomsburg as chair.

There was discussion about Campus Technology. Robert reported that the adoption of the 11th day as the deadline for completing Campus Technology passed Academic Affairs and was approved by the Planning Council. Robert confirmed that this approval means a change to the course catalog.

Adjournment

Nancy Whitmore moved to adjourn. The motion was seconded by Robert Norman. The motion passed, and the meeting was adjourned at 8:59 a.m.

Benjamin Cagle