

# Distance Education Committee Minutes

September 15, 2003

Members present: Gary Ernst, Doug Grenier, Myra Haulmark, Jane Johansson, Cliff Layton, Diana Lurz, and David Tait.

Members absent: none

Gary Ernst called the meeting to order at 1:35 p.m.

## **Election of Chairman:**

Following discussion, David Tait nominated Doug Grenier as chairman of the distance education committee. Jane Johansson seconded the motion, and the motion was approved unanimously.

## **Election of Secretary:**

Diana Lurz nominated Jane Johansson as secretary of the distance education committee. The motion was seconded, and the motion was approved unanimously.

## **Status of Last Year's Recommendation:**

Doug reported that he attended the Academic Council in the spring, but that they did not take action on our statement on course folding. Doug will check to see if they ever acted on this recommendation.

## **Compressed Video course size limits:**

Discussion occurred on setting a policy to set caps on enrollment in compressed video classes at each campus. Pros and cons were weighed, and the issue will be discussed at another time.

## **Online Course Development Agreement:**

Myra Haulmark stated that she would like to see a more organized way to develop and revise online classes. Next time, Myra will bring her organizational documents to show to us. Myra also suggested that the assessment plan for distance education classes needed to be revised. Also, a procedure to implement course evaluation suggestions needs to be developed.

## **Issues that need to be considered for 2003-2004:**

The following issues were discussed and will be considered further at the next meeting:

- Are classes being offered in the appropriate format?
- faculty compensation issues
- redevelopment of courses
- paying for the redevelopment of courses
- process of redeveloping courses
- training new people

The next meeting was scheduled for October 6th at 1:30 pm in the Baird Hall conference room.

The meeting adjourned at 2:30 p.m.

# Distance Education Committee Minutes

October 6, 2003

Members present: Gary Ernst, Doug Grenier, Myra Haulmark, Jane Johansson, Cliff Layton, Diana Lurz, and David Tait.

Members absent: none

Doug Grenier called the meeting to order at 1:30 p.m.

## **Minutes:**

Myra Haulmark moved that the minutes from the 15 September 2003 meeting be approved. Cliff Layton seconded the motion, and the motion was approved unanimously.

Following discussion, David Tait moved that the minutes be voted on via e-mail with the understanding that corrections to the minutes would be considered at the next meeting. Diana Lurz seconded the motion, and the motion was approved unanimously.

## **Online Course Development/Revision Process:**

The committee examined the online course development/revision process document that Myra showed us. The committee suggested the following changes to the document:

- 1) Deans do not need to be involved in the process.
- 2) The planning meeting needs to include recommendations by the faculty member.
- 3) A back-up plan needs to be developed if faculty desired software is unavailable or unattainable.
- 4) The design of the prototype unit needs to be reviewed, but the content of the prototype is the faculty member's responsibility.

The committee also is unclear on the following issues:

- 1) Who decides ultimately which classes are put online?
- 2) What happens if a faculty member develops an online class on their own initiative?

The committee learned that department heads rather than Myra initiate and schedule distance education classes.

## **Other Business:**

The committee discussed general issues concerning distance education. Members of the committee will be looking at other schools to see how they handle testing in distance education classes.

The next meeting was scheduled for November 3rd at 1:30 pm in the Baird Hall conference room.

The meeting adjourned at 2:40 p.m.

Submitted by Jane Johansson

# Distance Education Committee Minutes

November 10, 2003

Members present: Gary Ernst, Doug Grenier, Myra Haulmark, Jane Johansson, Cliff Layton, Diana Lurz, and David Tait.

Members absent: none

Doug Grenier called the meeting to order at 1:35 p.m.

## **Minutes:**

David Tait moved that the minutes from the 6 October 2003 meeting be approved. Cliff Layton seconded the motion, and the motion was approved unanimously.

## **Academic Council:**

Doug reported that the Academic Council rejected our proposed policy about the folding in of classes. Diana Lurz moved that the chairman talk to the president of the Faculty Senate about course folding. David Tait seconded the motion, and the motion was approved unanimously.

The chairman announced that the Academic Council adopted a policy stating that faculty will not schedule assignments or exams during university holidays. The Council adopted our copyright statement.

## **Testing in Distance Education Classes:**

Myra Haulmark reported on a conference that she attended recently and told us about the development of a program called Exam Guard. Following discussion, Myra agreed to work on a draft proposal concerning testing in distance education classes.

## **Course Management:**

Myra will ask people to evaluate Web CT. Following that, other platforms will be examined such as E-college and Blackboard.

The next meeting was scheduled for December 1st at 1:30 pm in the Baird Hall conference room.

The meeting adjourned at 2:40 p.m.

Submitted by Jane Johansson

# Distance Education Committee Minutes

## December 1, 2003

Members present: Gary Ernst, Doug Grenier, Myra Haulmark, Jane Johansson, Cliff Layton, and Diana Lurz.

Member absent for the committee meeting: David Tait [Note: David attended the Web CT presentation that occurred immediately before the committee meeting.]

Doug Grenier called the meeting to order at 2:10 p.m. in room 249A of the Health Sciences building.

### **Minutes:**

Diana Lurz moved that the minutes from the 10 November 2003 meeting be approved as amended. Cliff Layton seconded the motion, and the motion was approved unanimously. The statement "Following that, other platforms will be examined such as E-college and Blackboard" was amended to read "Following that, other platforms may be examined such as E-college and Blackboard."

### **Course Folding:**

Doug Grenier reported that since the Academic Council rejected our course folding proposal, our next step is to meet with part of the Academic Council about the issue. Doug will contact Dr. Richard Boyd in order to set up a meeting, and Cliff Layton and Diana Lurz agreed to attend the meeting with Doug.

### **Web CT Meeting:**

Before this committee meeting, part of the committee attended a presentation given by a representative from Web CT. Those who attended the presentation stated that it was a positive meeting. Web CT has made many improvements to their platform, but the committee still has some concerns about this platform. The distance education committee is not prepared at this time to make a recommendation of a particular platform. Myra Hallmark will provide President Wiley, Dr. Boyd, and Jan Carroll with a report outlining the advantages and concerns regarding Web CT.

Doug asked us to e-mail him our spring schedules so our next meeting time can be set.

The meeting adjourned at 3:00 p.m.

Submitted by Jane Johansson

# Distance Education Committee Minutes

January 26, 2004

Members present: Gary Ernst, Doug Grenier, Myra Haulmark, Jane Johansson, Cliff Layton, Diana Lurz, and David Tait.

Members absent: none

Doug Grenier called the meeting to order at 1:00 pm in room 249A of the Health Sciences building.

## **Minutes:**

Diana Lurz moved that the minutes from the 1 December 2003 meeting be approved as amended. David Tait seconded the motion, and the motion was approved unanimously. A statement was added to reflect that David Tait attended the Web CT presentation and discussion. Also, under the Web CT section, the minutes were corrected to note that Myra would give her report to Jan Carroll rather than Jan Ferris.

## **Course Folding:**

Doug will be setting up a conference with three members of the Academic Council. Doug, Diana, and Cliff are planning to attend the meeting with David serving as an alternate.

## **Online Course Delivery:**

Myra reported that she submitted a report outlining the advantages and concerns regarding Web CT to President Wiley, Dr. Boyd, and Jan Carroll. Myra expects to receive feedback regarding this report sometime this week.

## **Online Exam Policies:**

Myra reported that proctoring is used almost everywhere for verifying identifications. Following discussion, Myra is planning to survey online course instructors to find out if the testing center has been used in the past, whether the testing center is being used now, and whether the testing center will be used in the future.

## **New Business:**

It was reported that some online students were blocked for nonpayment and then were unable to access the system so they could make payments. Since this appears to be an enrollment management issue, Lane Wood will be invited to attend the next meeting. It was also brought to the attention of the committee that the enrollment cap was raised by 10% in some online classes. This issue will be investigated and discussed at a future meeting.

The next meeting was tentatively set for February 23<sup>rd</sup> at 1:00 pm.

The meeting adjourned at 1:45pm.

Submitted by Jane Johansson

# Distance Education Committee Minutes

## March 8, 2004

Members present: Gary Ernst, Doug Grenier, Myra Haulmark, Jane Johansson, Diana Lurz, and David Tait.

Members absent: Cliff Layton

Guests: Lane Wood and Trina Wickham

Doug Grenier called the meeting to order at 1:00 pm in room 249A of the Health Sciences building.

### **Minutes:**

Diana Lurz moved that the minutes from the 26 January 2004 meeting be approved. David Tait seconded the motion, and the motion was approved unanimously.

### **Nonpayment blocks:**

At the last meeting, it was reported that some online students were blocked for nonpayment and then were unable to access the system so they could make payments. Lane Wood stated that online students are blocked for nonpayment after they are sent several warning notices. Students can make payments online by clicking on the payment tab on the website.

### **Enrollment caps:**

At the last meeting, it was also brought to the attention of the committee that the enrollment cap was raised by 10% in some online classes. Lane reported that President Joe Wiley and Dr. Larry Minks ordered that online enrollment caps be raised to allow for potential drops. Committee members noted that faculty members have already set caps to reflect the possibility of students dropping classes.

### **Online class lists:**

Lane Wood reported that students requesting enrollment are placed first on a pending list. If the student becomes eligible to enroll, then they are moved to a waiting list (if the class they want to enroll in is full). Lane stated that a waiting list for online classes is typically kept in place until the first day of classes; this semester the waiting list was maintained until the second day of the semester. Waiting lists are particularly valuable to maintain in case new sections of a class are opened. On the waiting list, top priority is given to students who have taken no hours; secondary priority is given to returning students with no hours. When waiting lists become long, appropriate department heads are notified, and they make the decision as to whether or not to open a new section.

### **Online course delivery:**

Myra Haulmark reported that no decision has been made yet by the administration.

### **Course Folding:**

On March 11, 2004, Doug Grenier, Cliff Layton, and Diana Lurz will be meeting with Dr. Frank Elwell, Dr. Bruce Garrison, and Dr. Minks concerning the course folding proposal.

### **New Business:**

Myra is planning a faculty workshop about live broadcasting.

The next meeting was tentatively set for April 5th at 1:00 pm.

The meeting adjourned at 1:50 pm.

Submitted by Jane Johansson

# Distance Education Committee Minutes

April 5, 2004

Members present: Gary Ernst, Doug Grenier, Jane Johansson, Cliff Layton, and Diana Lurz.

Members absent: Myra Haulmark [attended part of the meeting] and David Tait

Doug Grenier called the meeting to order at 1:00 pm in room 249A of the Health Sciences building.

## **Minutes:**

Diana Lurz moved that the minutes from the 8 March 2004 meeting be approved as corrected. Cliff Layton seconded the motion, and the motion was approved unanimously.

## **Course Folding:**

Doug Grenier distributed the minutes from the 11 March 2004 conference committee about course folding. At the conference committee meeting, Diana suggested the following revision [revision in boldface] to the original distance education committee proposal: Courses taught via different modes of delivery shall be considered individual courses for the purposes of determining faculty load and/or credit. **Exceptions shall be determined by the Dean and Department Head, in concert with the faculty member involved.** The different modes of delivery are:

Jane Johansson moved that the distance education committee accept the suggested revision. Gary Ernst seconded the motion, and the motion was approved unanimously.

## **Online course delivery:**

Some members of the committee had questions concerning Blackboard including the transition between platforms. Myra Haulmark will attempt to answer these questions by the next meeting. The committee will meet with a Blackboard representative on 26 April 2004.

## **Enrollment caps:**

Doug Grenier will contact Dr. Boyd and try to find out what the official enrollment cap policy is as well as try to discover how enrollment caps are set and the timeframe used to determine these caps.

## **New Business:**

Cliff reported that in his school there are plans to offer certain classes on-ground one semester and then in the online format the next semester. Discussion followed on whether or not this would restrict or hinder students in completing their degrees.

Discussion also occurred on the use of some RSU research grants to fund revision of online courses and development of new online classes. The committee discussed whether funds for revision and development of online classes should be separate from the research grant funds. The issue of whether faculty should have a reduced course load during the revision and/or development of online courses was also discussed. The committee charged Gary Ernst with the development of a statement about these issues for the committee. Myra reported that she recently attended the NCA meeting in Chicago. The issue of assessment and course revision may be listed as a challenge in the self-assessment for NCA. Myra distributed two reports from the convention about these issues.

The next meeting will be on April 26th at 1:00 pm.

The meeting adjourned at 2:15 pm.

Submitted by Jane Johansson

# Distance Education Committee Minutes

April 26, 2004

Members present: Gary Ernst, Doug Grenier, Jane Johansson, Cliff Layton, and Diana Lurz, Myra Haulmark, and David Tait.

Doug Grenier called the meeting to order at 12:30 pm in room 249A of the Health Sciences building.

## **Revision/Development of online courses:**

The committee discussed the proposal developed by Gary Ernst. Myra Haulmark noted that a course inventory is available and that an audit needs to be done for each class. The committee discussed the need for some type of priority system to determine when new courses need to be developed and when existing classes need to be redeveloped. Myra agreed to develop a draft document that includes criteria for the revision and development of online classes. Also, it was reported that the research grant process has been used to fund the development of some online classes, however the funding for development has come from a source other than the research funds.

The meeting adjourned at 1:40 pm.

Submitted by Jane Johansson