

# Distance Education Committee Minutes

Thursday, August 7, 2014, 12:30 pm

Members Present: Gioia Kerlin, R. Curtis Sparling, Kay Brown for Gary Dotterer, Doug Grenier, Sue Katz Amburn, Allison Embry

Members Absent: Dana Gray, Lee Williams

1. Doug Grenier was elected Chair for the 2014/2015 year
2. Allison Embry was assigned the position of Secretary
3. The Committee agreed to meet on the first Thursday of each month during the fall semester. (A schedule for the spring semester has not yet been determined.) Meetings will be in the Stratton Taylor Library, room 209. A meeting will not be held in December due to finals. Meetings are scheduled at 10 am for the following days:
  - Thursday, September 4<sup>th</sup>
  - Thursday, October 2<sup>nd</sup>
  - Thursday, November 6<sup>th</sup>
4. The Committee outlined the agenda items it plans to address in the upcoming year. Items are as follows:
  - HLC site visit
  - Quality Matters Checklist
  - Angel-to-Blackboard migration
  - Online test proctoring services via Proctor U

Meeting adjourned at 1:15 pm

Minutes approved September 4, 2014

# Distance Education Committee Minutes

September 4, 2014

Members Present: Allison Embry, Steve Housel (Guest), R. Curtis Sparling, Gary Dotterer, Kay Brown (Guest), Dana Gray, Gioia Kerlin, Sue Katz Amburn, Doug Grenier

Members Absent: Lee Williams

1. Committee approved August meeting minutes
2. The Committee discussed the upcoming Higher Learning Commission on-site visit. To prepare for the visit, the University is in the process of reviewing/ implementing the following measures:
  - Course objectives and learning outcomes outlined in online and blended course syllabi should be the same as those for on-ground courses. The Assessment Committee is currently working on common definitions for *course outcomes* and *course objectives*.
  - RSU will adopt *Quality Matters* as common course-design standards for all online courses offered through the University. The *Best Practices* document, compiled by the Distance Education Committee in 2012-2013 as a list of suggested practices for online courses, will be incorporated into the new *Quality Matters* standards. *Quality Matters* checklists will be distributed to all department heads, and the Distance Education committee will send out a memo explaining that the *Best Practices* document will be superseded by *Quality Matters*.
  - Funding is available for an online *Quality Matters* training course for interested faculty, and should be discussed with the faculty member's dean.
3. The committee discussed the tentative implementation of Proctor U:
  - The University is in the process of deciding if it will implement Proctor U as its online test proctoring service. Gary Dotterer has sent a pilot scope to faculty, and a decision on if Proctor U will be implemented should be made by spring.
  - A page will be added to the spring 2015 class schedule explaining the Proctor U service.
  - The University will need to work on identification, as well as security and authentication issues prior to final implementation.

Meeting adjourned 11:03 am

# Distance Education Committee Minutes

October 2, 2014

Members Present: Allison Embry, Gary Dotterer, Kay Brown (Guest), Dana Gray, Gioia Kerlin, Doug Grenier, Sue Katz Amburn

Members Absent: R. Curtis Sparling, Lee Williams

1. Committee approved September meeting minutes
2. The Committee discussed the Blackboard migration: The migration is ahead of schedule, and the Center for Teaching and Learning is in the early stages of training development.
3. The Committee discussed the implementation of Proctor U: The Proctor U pricing schedule may be prohibitive, and possible scheduling and cost issues are anticipated. For example, classes that require frequent tests may be cost prohibitive for students. At this point, only one RSU student has used the Proctor U service; although this student was satisfied with the service, other students have said that the service is too expensive.

Furthermore, if Proctor U proctoring requirements are more stringent than those for on-ground proctoring services, the Distance Education Committee needs to discuss how a proctoring policy enforcing consistency may be implemented.

4. The Committee discussed the Quality Matters implementation: The implementation of the Quality Matters Rubric is temporarily on hold. The Quality Matters Subcommittee has not yet met; Gary Dotterer, Kay Brown, and Allison Embry will meet with the University's Coordinator of Disability Services (Leah Asbury) next week to begin discussing ADA compliance issues. The Subcommittee is still working on intellectual property and copyright issues.

Meeting adjourned 10:51 am.