Distance Education Advisory Committee

DA: March 1, 2013 12:00 pm – 1:00 pm

Attending:

Dr. David J. Ayersman, Vice President and Chief Information Officer (ex officio) (RCC)
Mrs. Karen Carter-Harvey, Instructor of Psychology (RCC)
Dr. Shirley Davis, Associate Professor of Mathematics (RCC)
Mr. Chris Fink, Visiting Instructor of Business (GVC)
Ms. Frances Hash, Director of Online Medical Assisting (RCC)
Mrs. Donna Lewis, Registrar (ex officio) (GVC)
Mr. Ralph Payne, Director of the Center for Teaching Excellence (ex officio) (RCC)
Mrs. Amanda Sauchuck, Visiting Instructor of Accelerated Programs (RCC), Chair DEAC
Mr. Bruce Sneidman, Faculty Senate President (ex officio) (MCC)
Mr. Brian Testerman, Assistant Professor of Business and Computer Science (MCC)
Dr. Nancy Wemm, Professor of Speech and Theatre (NCC)
Mrs. Reba Jourdan, Title III Administrative Secretary (RCC) (recording)

Not in Attendance:

Dr. Carry A. DeAtley, Associate Vice President for Academic Affairs (ex officio) (RCC)
Mrs. Anna M. Fuda, Instructor of Medical Assisting (MCC)
Mr. Roger Griffith, Dean (ex officio) (GVC)
Mrs. JoAnna L. Perry, Instructor of Practical Nursing (NCC)
Dr. Carolyn Sizemore, Dean; Title III Director (RCC)

Welcome & Proctoring Initiative

- Mrs. Amanda Sauchuck welcomed everyone to the Distance Education Advisory Committee and introduced Mrs. Reba Jourdan as the newest member. Reba will be the secretary for the committee.
- Amanda informed everyone that Dr. Carolyn Sizemore would not be able to attend the meeting and would be invited back to discuss the proctoring initiative for the college.

Definitions of Instructional Modalities for Distance Education

- Dr. David Ayersman gave the committee an update regarding the development of new definitions for instructional modalities. He has indicated that Ms. Dara Fann and Mrs. Donna
Lewis have been working on the technical details of this initiative and will be meeting again within the next two weeks. They will then meet with Dr. Ayersman with their suggestions for the development of new definitions.

- Dr. Ayersman expressed that new definitions will allow for easier data entry into BANNER as well as improved understanding and clarity by students, faculty and staff.
- Mrs. Donna Lewis discussed that the major challenge to the development of new definitions was to determine how much of a course was web-based. There needs to be a clear understanding as to what percentage is online.

**Support Needs for Distance Education**

**New Position**

- Dr. Ayersman, along with Dr. Harry Faulk and Dr. Carry DeAtley, has been discussing the support needs for distance education. They all have decided that a new position needs to be created to help with all of the growing number of distance education needs.
- Dr. Ayersman has created and submitted an unofficial title and job description for a Director of Instructional Support Services. He welcomes any questions, comments, suggestions and concerns regarding the new position.
  - Mr. Ralph Payne has suggested that the position’s title be changed from a director to a dean so that the person in the position has more authority in order to complete distance educational tasks.
  - Dr. Ayersman believes that the dean title is overused within the college and that the director title would close the gap between faculty and staff.
    - There is an agreement between committee members that a distinction between director and dean needs to be made.
  - Ms. Frances Hash was not present for the previous meeting and wants to know what the goal is for the new position.
    - Dr. Ayersman stated that the new position will allow for singular supervision of distance education along with support for student services.

**New River Distance Learning Faculty Handbook**

- Ralph has been creating a distance learning faculty handbook for all instructors who teach online to use. He welcomes any comments or suggestions and states that this is still a work in progress.
  - Dr. Shirley Davis believes that a condensed version (possibly in PowerPoint format) would work well for online instructor orientation. The committee has agreed that online faculty orientation should become a vital part of teaching online.
  - Mr. Bruce Sneidman has asked about the development of an MOU or an MOA which would require faculty signature. This MOU would outline the minimum expectations of teaching online.
  - The committee came up with several requirements for faculty who wish to teach online. One suggestion was to require faculty to pass a test with a certain percentage before they would be allowed to teach. Ms. Frances Hash stated that in her previous
employment at Mountain State University that online instructors were required to be Blackboard certified before they could begin teaching.

- Questions were presented regarding online test proctoring as well as afterhours support for online students. Frances indicated that without student support after the hours of 8 to 4 that online programs would not work effectively.
- Mrs. Karen Carter-Harvey brought up the topic of monitoring online programs. She believes that this is something that should be completed just like in the traditional classroom setting. Frances agrees with this and stated that the Higher Learning Commission (HLC) requires this as a part of the assessment process.

**READI (Smart Measure) Requirements**

- Amanda began the discussion about how Blackboard 9.1 will allow instructors to require students to pass an online competency exam before their course would open up.
- Ralph believes that READI assessments should be a part of the orientation process. Dr. Ayersman agrees and stated that no specific percentage required, only that the instrument is completed. He believes that READI must be completed early on suggesting that it be a mandatory requirement along with student orientation.
- Bruce proposed that a certification process be implemented and Dr. Davis used this suggestion to state that it should be completed in order to complete online registration.

**Other**

- No additional topics were discussed by the committee.

**Next Meeting**

- Amanda proposed that the next meeting be scheduled for March 29, 2013. Several committee members have other obligations that day and Amanda has asked them to notify her regarding a more convenient time and date if the 29th would not work.

**Meeting adjourned at 12:53 pm**

Respectfully submitted by:

Reba Jourdan, Title III Administrative Secretary