Distance Education Advisory Committee

DA: April 5, 2013 1:00 pm – 2:00 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. Reba Jourdan, Title III Administrative Secretary (RCC) (recording)
Mrs. Donna Lewis, Registrar (ex officio) (GVC)
Mrs. Amanda Sauchuck, Visiting Instructor of Accelerated Programs (RCC), Chair DEAC
Mr. Chris Fink, Visiting Instructor of Business (GVC)
Ms. Frances Hash, Director of Online Medical Assisting (RCC)
Mrs. Reba Jourdan, Title III Administrative Secretary (RCC) (recording)
Mrs. Donna Lewis, Registrar (ex officio) (GVC)
Mrs. Amanda Sauchuck, Visiting Instructor of Accelerated Programs (RCC), Chair DEAC
Mr. Bruce Sneidman, Faculty Senate President (ex officio) (MCC)
Dr. Carolyn Sizemore, Dean; Title III Director (RCC)
Dr. Nancy Wemm, Professor of Speech and Theatre (NCC)

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)
Mr. Ralph Payne, Director of the Center for Teaching Excellence (ex officio) (RCC)
Mrs. JoAnna L. Perry, Instructor of Practical Nursing (NCC)
Mr. Brian Testerman, Assistant Professor of Business and Computer Science (MCC)

Welcome & Proctoring Initiative

- Amanda Sauchuck started the meeting by thanking everyone for their input regarding last month’s minutes.
- Amanda introduced Dr. Carolyn Sizemore to present the proctoring initiative for the college.
- Dr. Sizemore started the discussion indicating that there is a great need for e-proctoring at New River.
  - On the Beckley campus alone, there have been 833 proctoring sessions for both the fall 2012 and spring 2013 semesters. This equals out to a total of 543 hours of proctoring.
  - The Title III grant has received permission from program officers to implement an e-proctoring program in its final year.
  - Before discussing the various proctoring programs, Dr. Sizemore wanted to explain that in order to keep students from cheating on exams; tests need to be designed as cheat-resistant.
• Test questions can be worded so that answers are not found in the course textbook. This will reduce the amount of proctors needed to administer classroom exams.
  o Several options have been considered including ProctorU and Tegrity. Dr. Sizemore stated that ProctorU is somewhat expensive because this program utilizes human proctors in a centralized location to administer exams. Tegrity has been evaluated through the Title III grant and is the most cost effective option for the college. Dr. Sizemore identified that Title III funds have been set aside to begin a licensing agreement with Tegrity.
  o Tegrity satisfies the need for online students to take exams from home. The majority of online students find that coming to campus to take an exam is quite inconvenient. Tegrity eliminates this problem by employing a webcam to record the student while they complete their test.
  o Dr. David Ayersman has been speaking with representatives from WVVLN (WV statewide consortium for 2 and 4 year colleges) about implementing e-proctoring programs. The state has been considering statewide licensing with the company Kryterion. If Kryterion is approved by the state, New River could employ this campus-wide starting in fall 2013 with little to no cost to the college. Dr. Ayersman has suggested that a demo be scheduled before any decisions are made regarding Tegrity.
  o In addition to implementing an e-proctoring solution, Dr. Sizemore would like to expand the college’s use of lockdown browser to all programs. Dr. Ayersman has received a quote for this expansion and it would cost New River around $3,100.

Definitions of Instructional Modalities

• Dr. Ayersman, Donna Lewis and Dara Fann all met to discuss the new definitions of instructional modalities. Donna stated that she and Dara came up with a list of definitions that they would like to submit for review. Donna believes that these codes will meet the needs of New River. Donna will send out the list of codes so that they can be discussed at next month’s meeting.
• Amanda asked Donna if these codes will be implemented for a fall start date. Donna said that they would not be because students have already been registering for the fall term. If approved, they would most likely appear during the spring 2014 term.

Update on the Director of Instructional Support Services Position

• Recommendations from last month’s meeting were given to Dr. Harry Faulk and Dr. Carry DeAtley. Dr. Ayersman was informed that these recommendations were approved. The position will be a dean’s level position and will report to Dr. Faulk. Further changes were made; however, Dr. Ayersman is unaware of what changes were made. Dr. DeAtley was unable to make the meeting and could not provide the committee with an updated copy of the job description.
• Dr. Ayersman stated that the job description needs to be approved by Dr. L. Marshall Washington and that Dr. Faulk is providing him with additional information as to why the college needs this new position.
Bruce Sneidman and Karen Carter-Harvey asked if the revised job description can be reviewed by the committee before it is published. Dr. Ayersman seconded this motion and Amanda will request that this description be reviewed before administering to the public.

**Distance Education Handbook**

Ralph Payne was unable to attend the committee meeting; however, the handbook was once again sent out to members for review. Any information that could possibly improve the handbook should be sent to Ralph through email.

**Distance Education Report Card**

Dr. Ayersman has volunteered to establish a distance education report card. This is primarily for the upcoming HLC visit; however it can be applied even after the HLC evaluation. This report card will be established to show a brief summary of New River’s distance education programs. The report card will include the program’s strengths through graphs, charts, etc. Dr. Ayersman would like the committee to include any data that would be pertinent to this endeavor.

Frances Hash will provide evidence pertaining to her program’s high pass rate on the national certification exam. The online pass rates have proven to be as good as or better than those students who take traditional courses. She will also send Amanda a copy of what her program uses for a report card.

Bruce has suggested comment sections pertaining to the online course and the instructor teaching the course be separated into two different sheets. Amanda elaborated on this and stated that instructors can see some of the comments; however, there is no way to see all of the results in a percentage form. Separate report cards should be established for traditional, online, IVN, etc.

Dr. Ayersman stated that Renae McGinnis places the data received from these comments into a large binder that can be reviewed by the instructor or the dean. The data is not complied into a summative fashion where conclusions can be drawn.

- Amanda will either email Renae or invite her to the next committee meeting to discuss the information that the committee can review and in what way.

Karen believes it would be beneficial to include information about the college’s two trained Quality Matters peer reviewers. Dr. Ayersman agreed and would like to include those who have recently completed the training.

**HLC Visit – April 15-16**

Amanda reminded the committee that the Higher Learning Commission will be on the Beckley campus April 15th and 16th. She recently received word that the HLC would like to meet with the committee on Tuesday, April 16th from 9:45 – 10:30 in annex classroom A3. She encourages everyone on the committee to attend. Amanda will send out a meeting invite to everyone to gain a consensus as to how many members will be present. She will also send out a preliminary set of questions answered and sent to the HLC by Dr. Faulk.

Dr. Ayersman suggested that Amanda reserve a meet me number so those who cannot make it to the Beckley campus can attend.
Procedures for Training Adjuncts and Other Distance Education Instructors

- Currently there is no set training program for adjuncts and distance education instructors. Amanda pointed out that many of the adjuncts employed by New River do not attend faculty academy. How can New river better serve adjuncts and distance education instructors?
- Bruce suggested that meetings be established around the adjunct instructor’s schedule. Adjuncts do not work the same hours, nor are they always able to come to the Beckley campus.
- Fran mentioned the use of webinars to train adjuncts who are at a distance.

Other

- At the last meeting, the committee approved the migration from ANGEL to Blackboard. Dr. Ayersman received a quote from WVNET and their estimated cost for this change was over $59,000. This amount is significantly higher than what the college is currently paying for ANGEL ($38,000). Dr. Ayersman has asked for a new quote from WVNET eliminating the premium services that the college would not need. He should hear something within the next week from WVNET and will send that information on to all committee members. The worst case scenario is that New River would stay with ANGEL until a better option is found.

Next Meeting

- The next meeting will take place during Faculty Academy on May 15, 2013. Dr. Ayersman will have the Kryterion demonstration available at this time.

Meeting adjourned at 1:43pm

Respectfully submitted by:

Reba Jourdan, Title III Administrative Secretary