

Distance Learning Committee  
Meeting Minutes

Date: February 3, 2017

1st Friday of every month at 8:00 a.m. – TEC 229 (Conference Room)

Members in attendance:

Name	Position/Area
Dr. Mickey Best - <i>Ex-officio</i>	Vice President for Learning
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
Dr. Ken Bridges	Instructor, History
Benjamin Cagle	Distance Learning Specialist
Dr. David Carty	Director, Process Technology (PTEC)
Donna Hendricks	Professor, Business/CIT
Linda Lephiew	TAACCCT
Robert Norman	Director, Distance Learning
Jim Roomsburg	Division Chair, Business and Information Technology
Roslyn Turner	Instructor, Business/Computer Information Systems
Dr. Susanne Wache	Professor, Biology
Sherri Whitehead	Corporate Education Specialist
Nancy Whitmore	Professor, Health/Physical Education, Kinesiology, Geology
Lauri Wilson	Library Technical Resource Specialist

### Approval of minutes and other items

#### 1. Appointment of secretary

Jim Roomsburg called the meeting to order at 8:04 a.m. Before a discussion of minutes, it was pointed out that the Distance Learning committee was in need of a secretary. Benjamin Cagle motioned to serve as secretary, which was seconded by Robert Norman. The committee voted in approval of Benjamin Cagle as secretary.

#### 2. Discussion of the minutes

The discussion centered around whether or not a MOU with Quality Matters existed, one that might need to be considered by cabinet. The discussion ended with a clarification that the mention of MOUs was made in reference to individual instructors keeping their credentials active and not part of SouthArk's general subscription to QM. It was also stated that the original QM agreement was signed by Dr. Jones as part of the Title III grant. Jennifer Baine motioned to accept the minutes; Dr. Yates gave a second to the motion. The motion passed.

### Old Business

#### 1. Purge Schedule

There was minimal discussion about the purge schedule, which would take place in August 2017: Purge Fall 2015, Spring 2016, Summer 2016; Fall 2016, Spring 2017, Summer

2017 would remain on the system. Director Robert Norman made the motion to approve the purge schedule. The motion was seconded by Jennifer Baine. The motion passed without opposition.

## **2. Quality Matters**

Benjamin Cagle provided an update on Quality Matters that emphasized about \$2000.00 available for QM training. It was suggested that a request to sign up for training be sent specifically to those instructors in need of it. This suggestion led to consideration of whether QM training is going to be required or not. There was clarification offered regarding the relationship between SouthArk and Quality Matters. It was pointed out that SouthArk subscribes to Quality Matters, but QM is not used in every facet of course design.

There were questions from the committee. What are the incentives to complete QM training? If QM training is not required to teach online, then should a stipend be offered to complete it? Should QM training simply be offered sometime other than during a semester or maybe a credit-hour release as a form of payment should be offered instead of a stipend? Perhaps the training could be built into the Faculty Evaluation Plan for a given year since it has been established that SouthArk does not formally adopt Quality Matters?

## **New Business**

### **1. Committee meeting time**

Dr. Bridges brought into consideration whether or not the meeting time of the Distance Learning committee might need to be changed. There was some discussion. Nancy Whitmore then made a motion that the Distance Learning committee change the start of its meeting time from 8:00 to 8:10 a.m. Jennifer Baine seconded the motion. After further discussion Nancy Whitmore rescinded her motion to change the meeting time.

### **2. Examity Online Proctoring**

After discussions with the academic deans and vendor, Robert Norman reported that a demonstration of Examity's online proctoring service is advisable. An invitation to view this product and to learn more about what Examity has to offer will be sent by email. Examity would be a replacement for the Respondus Lockdown browser and Monitor. It is an online proctoring service for online exams.

### **3. Ilos Video Software**

There was a demonstration last week from Ilos. The Ilos video software could be a solution for capturing desktop and webcam video as well as narration. It also includes a captioning package that would cost extra. The captioning is completed by humans. There was a question about whether or not the law requires videos to be captioned. We can have a free trial. Those persons interested in participating in the trial were instructed to contact Robert Norman. Use of Ilos would prevent having to put videos on YouTube.

#### **4. Distance Learning Levels of Achievement addition to Policies and Procedures Manual**

An addition to the Distance Learning Policies & Procedures manual was proposed by Robert Norman. This addendum to the DL manual would provide a system for classifying instructors based upon levels of achievement. There was a conversation about whether the deans were going to be required to be at the advanced level or not. This discussion led to a motion by Nancy Whitmore to approve all at once the Distance Learning Levels of Achievement with an amendment to add the director of Distance Learning to the supervising dean to the process of assigning the different levels of achievement. The motion was seconded by Robert Norman. The motion passed.

#### **5. Distance Course Review Process addition to Policies and Procedures Manual**

A course review process for reviewing existing courses was presented. It was mentioned that a process for reviewing existing courses is needed for HLC purposes and would serve as a substitute for the QM process, or it could be in addition to the QM process. The distance course review process would not take into consideration instructor performance but would only be concerned with the design, structure and elements of the course. It was recognized that training on the Distance Learning best practices and possibly QM be required for the academic deans as a prerequisite to the course review process. It was pointed out that the DL best practices policy is not currently a part of the Faculty Evaluation Plan.

There was a motion to extend the meeting by Jennifer Baine, seconded by Caroline Hammond. Nancy Whitmore then made a motion to accept the Distance Course Review Process as presented. The motion was seconded by Dr. Carty. The motion passed.

#### **6. Enrollment Limits**

There was debate concerning enrollment limits. It was mentioned that there is currently no formal adoption of enrollment limits. Apparently, there were enrollment limits in the APM but no record of that exists. Roslyn Turner made a motion that the statement [*The maximum course enrollment before overload is 30 students*] be stricken from the Distance Learning Policies & Procedures manual. The motion was seconded by Benjamin Cagle. The motion passed. There was general agreement that a policy regarding enrollment limits needs to originate from the Faculty Affairs committee instead of the Distance Learning committee.

#### **Adjournment**

Linda Lephiew moved to adjourn. The motion was seconded by Robert Norman. The meeting was adjourned at 9:12 a.m.

Benjamin Cagle