

Distance Learning Committee

Meeting Minutes

Date: February 24, 2017 (replacing March 2017 meeting)  
1st Friday of every month at 8:00 a.m. – TEC 229 (Conference Room)

Members in attendance:

Name	Position/Area
Caroline Hammond - <i>Ex-officio</i>	Dean, Health and Natural Science
Ray Winiecki - <i>Ex-officio</i>	Dean, Career and Technical Information
Jennifer Baine	Instructor, English
Dr. Ken Bridges	Instructor, History
Benjamin Cagle	Distance Learning Specialist
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**

**I. Approval of February 3<sup>rd</sup> meeting minutes**

Jim Roomsburg called the meeting to order at 8:01 a.m. Changes proposed to the minutes were to add Lauri Wilson and Jennifer Baine to the attendance list of our previous meeting and change Sherri Whitehead's job title to Corporate Education Specialist. An error was observed under Old Business > Purge Schedule. Spring 2017 should have been Spring 2016 as the spring semester to be left on system since the approved schedule is:

[August 2017: Purge Fall 2015, Spring 2016, Summer 2016; Fall 2016, Spring 2017, Summer 2017 would remain on the system.]

Nancy Whitmore moved to accept the minutes with the changes. Linda Lephiew gave second to the motion; the motion passed.

## II. Old Business—follow-ups on prior discussion

### a) Couse Enrollment Limits?

Nancy Whitmore, Chair, Faculty Affairs committee, shared the following statement from the Faculty Affairs committee concerning course enrollment:

*“In terms of enrollment, class size should be based on pedagogical considerations, and large sections should be compensated by additional credit in load assignment in the same manner as traditional classes. Enrollment maximums for Distance Learning Courses will be no greater than for the same or similar level courses offered by that department or program” – AAUP*

A discussion about class sizes was prompted by the question: What is it that currently limits the number of enrollments in face-to-face classes? It was pointed out that the limit seems not based on curriculum but something else, like the number of chairs in a room or by fire code. It was stated that the maximum number of students in a classroom often depends upon the nature of the course. There was a remark that, when considering online, the issue involves more than just class size but also the amount time instructors work on computers.

Questions. What are the policies of other schools? Does NC-SARA provide any guidance? One possible solution, said to have been agreed upon by an individual instructor and administration, is that a class is considered full at 24 students; a class splits into two sections at 34 students and any number of students between 24-34 would pay the instructor per student.

Some members suggested the need for a college-wide policy limiting how many students can be put into a class (online and face-to-face) before the instructor should earn extra compensation and setting a number for when a class is split into two sections. Other members were silent; however, the general opinion seemed to be that the statement shared from Faculty Affairs is vague, so much open to interpretation that it warrants no further discussion by the Distance Learning committee but should be left to Faculty Affairs. There was a statement to involve Academic Standards since quality is also a consideration.

### b.) Concerning the Review process for Current Courses

There were a few questions: Is there a procedure manual for this? Are the best practices merely suggestions? Who would enforce the best practices? In relationship to these questions, an informal request was made to have off-the-record course reviews before the actual course review process; it was then stated that the course review process is based on the best practices and should lead to the exact modifications that would be made in any off-the-record course review. It was affirmed that the course reviews are not going to be reported to the Distance Learning committee.

Nancy Whitmore then made a motion that the Distance Learning committee send out an email to instructors requesting a self-evaluation based on the best practices for each of their online courses. Attach best practices and provide the link to them. The motion was seconded by Caroline Hammond. The motion passed.

### **III. New Business**

#### a.) Campus Technology completion timeframe for college catalog

The proposal is to change the date that Campus Technology is required to be completed from the first day of classes to the 11<sup>th</sup> class day of the semester. The motion that Campus Technology is to be completed by the 11<sup>th</sup> class day of the semester was made by Nancy Whitmore and seconded by Robert Norman. The motion passed. There was discussion about how to enforce the requirement to complete Campus Technology. It was understood that this consideration would be on next meeting's agenda.

#### b.) Ilos video trial begins Feb. 27.

An announcement was given to those who signed up for the ilos trail. They would receive an email for the trial.

#### c.) Distance Learning Committee and Blackboard Collaborate

The committee agreed to have a meeting using Blackboard Collaborate.

### **Adjournment**

Nancy Whitmore moved to adjourn. The motion was seconded by Linda Lephiew. The motion passed, and the meeting was adjourned at 9:10 a.m.

Benjamin Cagle