

Distance Learning Advisory Committee

Meeting Minutes

Date: November 4, 2016

Location: TEC Conference Room

Members in attendance:

Name	Position/Area
Dr. James Yates	Dean of Liberal Arts
Ray Winiecki	Dean, Career and Technical Information
Caroline Hammond	Dean, Health and Natural Science
Robert Norman	Director of Distance Education
Dr. David Carty	Director, Process Technology (PTEC)
Benjamin Cagle	Distance Learning Specialist
Jim Roomsburg	Division Chair of Business and Information Technology
Roslyn Turner	Instructor, Business/Computer Information Systems
Dr. Ken Bridges	Instructor, History
Lauri Wilson	Library Technician
Dr. Susanne Wache	Professor, Biology
Donna Hendricks	Professor, Business/CIT
Nancy Whitmore	Professor, Health/Physical Education, Kinesiology, Geology
Sherri Whitehead	Senior Coordinator
Linda Lephiew	TAACCCT
Dr. Mickey Best	Vice President for Learning

1) VPL Information Sharing

- Robert Norman called the meeting to order at 8:05 AM, noting that the first item on the agenda was information sharing by the Vice President for Learning, Dr. Mickey Best.
- Dr. Best shared information about his trip to Chicago for HLC peer reviewer training. He stated that the training included roughly 200 members from across HLC's service area. The activities during the training included table work that tasked groups to review a fictional

college's HLC application and write a response. Dr. Best stated that this was valuable, because the HLC visiting team will perform the same process with the same time constraints.

- Dr. Best stated that our off-site HLC reviewer is located at Ohio State University. She requested 21 course syllabi from various areas in order to check for consistencies. The deadline to send those syllabi in is Wednesday, November 9.
- Dr. Best reminded the committee of the Campus Conversations meetings on Nov. 10 and 11.

2) Review of Minutes

- Robert Norman asked the committee to take a few moments to review the minutes from the last meeting, held on October 7, 2016.
- Linda Lephiew stated that she looked for the Academic Affairs Council minutes related to the online course load discussion from the previous meeting, but that she could not find them online. Nancy Whitmore stated that she had found the minutes online, but did not find the section approving the course load changes. Dr. Best stated that Dr. Bridges had given him the minutes from Faculty Affairs, and that Faculty Affairs sent the proposal back to the Distance Learning Committee. He further stated that he would check with Marguerite Rodgers about whether the most current minutes have been edited and uploaded.
- Ray Winiecki pointed out a spelling error on page 2 of 3. The phrase "38 an up" should read "38 and up."
- Robert Norman asked for a motion to approve the amended minutes. Benjamin Cagle moved to approve the amended minutes. The motion was seconded by Dr. Yates. The motion passed unanimously.

3) Old Business

- Having no old business, the committee moved on to new business.

4) Division Reports

- Health and Natural Sciences
 - Caroline Hammond stated that she had no current issues with Distance Learning. Robert Norman stated that he had information to share with her about a recent question she had at a Deans and Directors Meeting. Mr. Norman explained that the enrollment process in Blackboard did not unenroll or disable students receiving a W grade due to withdrawal. He explained that instructors could make students "unavailable," which keeps the students enrolled in a course, but cuts off their access. Benjamin Cagle further explained that instructors could go to the Users screen and click the arrow next to a user to make the user unavailable.
 - Several members of the committee stated that they currently receive no notification when a student withdraws from a course, but that they would like to.
 - Dr. David Carty stated that he wished there was a way to track Early Alerts that instructors had submitted.
- Career and Technical Education
 - Ray Winiecki stated that there was a Blackboard gradebook training scheduled for next week for Career and Technical Education.
 - Ray Winiecki stated that he was continuing to work with the Department of Distance Learning in developing an Industrial Fundamentals NCCER online course.

- Liberal Arts
 - Dr. James Yates asked Dr. Best to clarify the procedure to communicate with online instructors who are non-responsive to students. He stated that sometimes students contact the Director of Distance Education, and sometimes they contact the Dean of Liberal Arts. He stated that his procedure has been to personally reach out to the instructor. Dr. Best confirmed that the instructor should be contacted by the dean.

5) New Business

- Electing a chair for the Distance Learning Committee
 - Dr. Mickey Best explained that it was necessary to have a faculty chair of the Distance Learning Committee. He stated that this committee was an instructional committee, and should therefore be chaired by a faculty member.
 - Robert Norman asked for nominations for chair of the committee. Roslyn Turner was nominated, but declined. Jim Roomsburg volunteered to serve as chair, and was approved unanimously.
- Distance Learning Policies and Procedures Manual paragraph edit
 - Robert Norman called attention to a paragraph in the Distance Learning Policies and Procedures manual under Part III: Advanced with the following text:

[The Distance Learning Department provided a list of training available at SouthArk to faculty. Review Excel Worksheet with a list of course descriptions. The Distance Learning Committee (DLC) ranked the courses when considering basic, intermediate and advanced professional development for online faculty. These findings have not yet been presented to the Distance Learning Committee. I believe the DLC should review the findings of the committee's rankings. In addition, in the last year we have had quite a few faculty members complete Quality Matters training and I feel these faculty should review the DLC findings. Current QM faculty should have an opportunity to talk with DLC regarding the basic, intermediate and advanced professional development tracks and provide input before DLC forwards recommendations to the Professional Development Committee.]

- The committee agreed that the text was likely left in manual by accident. The committee voted unanimously to strike the paragraph from the manual.
- Dr. Best brought up the topic of QualityMatters. He stated that he would welcome requests for funding to get employees QualityMatters certified. He recommended talking to Vicki Badgley about certification. Dr. Susanne Wache stated that she was concerned that the certification lapsed if you didn't complete peer reviews each semester, which would result in increased costs. Linda Lephiew asked if Master Trainers can do the training for us. Dr. Best asked Robert Norman to inquire of QualityMatters.

4) Adjournment

- Having no further business, the meeting was adjourned at 8:51 AM.