

Distance Learning Sub-Committee on Course Navigation

MEETING MINUTES January 24, 2019

I. Call to order

Jim Roomsburg called to order the meeting of the Distance Learning Sub-Committee on Course Navigation at 3:35pm on Thursday, January 24th, 2019 in TEC229.

II. Roll Call

The following committee members were present: Jim Roomsburg, Benjamin Cagle, Vicki Badgley, Susan Heyde, Caroline Hammond, Rhonda Lee-Ernest, Genevieve White

III. Election of Sub-Committee Chairperson

Susan Heyde volunteered; Committee approved Susan Heyde as the chair

IV. Tasks

Discussion ensued about what our assigned task and objectives are on this sub-committee. It was decided to do this in two steps: first to determine the Blackboard course standardized menu as a template, then secondly to take it further into incorporation of our Distance Learning Best Practices.

V. Meeting time and frequency

It was decided by the committee that we should meet bi-monthly at 3:30 p.m. Next meeting is Feb. 7th. Benjamin will reserve the CTE 2nd floor conference room.

VI. Preliminary Information

Preliminary Information presented by Mr. Cagle. Job description disseminated to members on the new Instructional Design Coordinator position with requests to spread the word to anyone who might be interested.

VII. Best Practices

Benjamin pulled up the Best Practice list for the committee to use during meeting and decisions.

VIII. Online Course Example

Susan Heyde pulled up one of her online courses as an example for the committee members to view.

IV. Appearance

Colors and themes were discussed and the group had differences of opinions but no final decision was made at this time. This topic will be deferred until next meeting.

X. Blackboard Course Standardized Menu Buttons

- a. Home Page: Some faculty like to have a home page and others don't. Benjamin will also review many course menus in use by SouthArk faculty for us to review next meeting.
- b. Start Here: Must be included. There should be a course introduction with instructions on course navigation. Other discussion about content will be deferred until next meeting.
- c. Course Calendar: Discussion about the calendar occurred but no final decision made at this time on this button.

XI. Tasks for Next Meeting

Susan asked members to bring each member's ideas and suggestions for the course menu and organization of buttons. Benjamin will print copies of many SouthArk menus as examples for the next meeting. Genevieve will contact BB about changing the default modules and placement on the Home Page.

XII. End of Meeting

Motion to adjourn made by Jim Roomsburg, Genevieve seconded. Motion carried. Adjourned at 4:44 p.m.

*Minutes submitted by:
Benjamin Cagle*