

Distance Learning Committee

MEETING MINUTES

Date: March 12, 2018

Time: 4:30 p.m.

Place: TEC 229, Conference Room

Member	Title/Department
Jennifer Baine - <i>Chair</i>	Liberal Arts
Jim Roomsburg - <i>Vice-Chair</i>	Liberal Arts
Mir Ali	Liberal Arts
Dr. David Carty	Career & Technical Education
Henry Culbreth	Liberal Arts
Mindy Farley	Library Representative
Bernadette Hall	Health Sciences
Heather Smith	Student Services Member
Chris Sullivant	Information Technology/Database Administrator
Rebecca Wagner	Corporate & Community Education
Genevieve White	Health Sciences
Robert Norman - <i>Permanent</i>	Director of Distance Learning
Benjamin Cagle - <i>Permanent - (Secretary)</i>	Distance Learning Specialist
Caroline Hammond - <i>Ex-officio</i>	Dean of Health Sciences
Ray Winiecki - <i>Ex-officio</i>	Dean of Career & Technical Education
Dr. James Yates - <i>Ex-officio</i>	Associate Vice President for Arts, Sciences, and Academic Support

I. Call to order – Jennifer Baine

II. Roll Call

- a. The following committee members were present: *Jennifer Baine, Jim Roomsburg, Dr. David Carty, Henry Culbreth, Mindy Farley, Heather Smith, Benjamin Cagle, Caroline Hammond, Ray Winiecki*
- b. The following committee members were excused: Robert Norman
- c. The following committee members were absent: Mir Ali, Bernadette Hall, Chris Sullivant, Rebecca Wagner, Genevieve White

III. Approval of minutes from last meeting.

Henry Culbreth moved to approve the minutes from February 12, 2018, as corrected. The motion was seconded. The motion passed.

IV. Old Business

A revision to the Online Attendance Policy stated in the college catalog was discussed. Benjamin Cagle moved to approve, with grammatical edits, the revision to the Online Attendance Policy (See Attachment 1). The motion was seconded. The motion passed.

There was discussion about whether to quantify “*most, many, and few*” from the best practices rubric to four or more, two to three, and minimum, as this is part of the faculty evaluation. Jim Roomsburg made a motion that the committee table the issue of clarifying or quantifying “*most, many, and few*” until the faculty have gone through an evaluation cycle. The motion was seconded. The motion passed.

V. New Business

Changes to the existing course review process as stated in the Distance Learning Policies & Procedures manual were proposed (See Attachment 2). There was discussion concerning faculty involvement or lack thereof in the course review process. A motion to approve the proposal was made by Henry Culbreth. The motion was seconded. The motion passed.

There was discussion about the course approval process, specifically about the possibility of altering the process for courses that are expected to be offered online but have already been taught face-to-face. A request was made to have this issue as an agenda item for the next meeting, perhaps as a proposal to have these courses forego the need to be approved by the Curriculum Committee.

VI. Adjournment at 4:59 p.m.

*Minutes submitted by:
Benjamin Cagle*

Attachment 1:

Possible Revisions:

Online Attendance Policy

Students are expected to log in to their class during the first week that classes meet for the semester. Students who do not log in and submit a graded assignment by the 11th class day or its equivalent will be dropped from the course.

Student Attendance in an online course will be defined as active participation, as evidenced by the student's timely submission of graded assignments. A student is expected to complete all such assignments by the posted due dates. Failure to submit three graded assignments by their due dates will trigger a Class Absence Report, a form that positions the instructor to drop students in breach of this policy if they do not improve their participation.

Current Policy, 2017-2018 College Catalog, page 52:

Online Attendance Policy

Students must log in on the first day of class and submit a graded academic assignment (an assignment that counts toward the student's course grade) by the 11th day class during a regular semester or during the equivalent of the 11th class meeting during a compressed session (summer school classes, mini-mesters, etc.). Students who do not log in and submit such an assignment by the 11th day or its equivalent will be dropped from the course.

Student attendance in online courses will be defined as active participation, which will be characterized by the student's timely submission of graded academic assignments. A student is expected to complete all such assignments by the appropriate due date. Failure to submit three graded academic assignments may trigger an Excessive Absence Notice, a form that positions the instructor to drop students in breach of the policy if they do not improve their participation.

Attachment 2:

Possible Revisions to the Existing Course Review Process. Distance Learning Policies & Procedures, pages 9-10.

V. Existing Distance Course Review Process

Each calendar year, the Director of Distance Learning will choose a number of distance learning courses to review roughly equal to 10% of the overall number of distance learning courses offered. In determining which courses to review, the director will take several factors into account, giving higher priority to courses with high enrollment and lower priority to courses that have been recently approved or reviewed.

A. Composition of Distance Course Review Teams

The review teams will consist of three members:

- The review team leader must be an Academic Dean or [the Director of Distance Learning staff from the Department of Distance Learning](#)
- ~~One review team member must be from the same division as the course under review~~
- ~~The remaining member will be a faculty member from any division~~ [Two members must be either faculty, Academic Deans, or staff from the Department of Distance Learning](#)

The team members will be selected by the review team leader.

B. Distance Course Review Process

The courses will be reviewed according to the best practices rubric in the Distance Learning Policies and Procedures Manual. In performing the review, the reviewers will be charged with evaluating the content and design of the course--not the instructor's performance or engagement. The instructor's performance in the course will be evaluated by his or her Academic Dean as part of normal instructor evaluation. Each reviewer will independently complete the review, and then the two ~~faculty~~ reviewers will submit their reviews electronically to the review team leader.