

Distance Education Committee
Minutes - December 12, 2019

Members Present – David Hart, Jennifer Reaves, Tammy Prater, Aaron Hamilton, Melissa Sellers, Carrie Baker

Members Absent – Stacey Hendren and Esther Gray Lemus

Mission Statement – “The Distance Education Committee should represent the faculty’s interests in all issues relating to distance learning courses and technologies.”

Committee agreed that this statement goes along with Dr. Bailey’s vision of Distance Education supporting faculty at the campus and incorporates all avenues of technology.

The Mission Statement was approved by the committee.

Online Course Development Policy

The original policy revision was created by the Online Quality Council. Faculty Council held a meeting in July 2019 and voiced concerns about the revised policy. The policy was put on hold and referred to the Distance Education Committee.

Major Concerns by Faculty Council

No additional compensation for “modified week duration” versions.

1. Equity
 - a. Some courses will not require more than a 15 week course, whereas others will have all week versions, but pay does not change.
 - b. 3 week & 5 week would require a major revision in the course. Content could not be condensed and would require a re-work.
2. Wrongly assumes no significant redevelopment would be needed.

Adjuncts expected to update their own eLearn shells

1. Adjuncts would need training on how to change the dates.

Maintenance:

1. What if someone quits? Who would take over without compensation?
2. Time frame for maintenance was not listed in policy (3 years or 5 years).
3. No pay for maintenance at all.

4. Budget has been issue – possibly request increasing budget for redevelopment.
5. Some departments are smaller and development would fall on 1-2 faculty to do all courses. English department have 9 different courses to possibly redevelop.
6. Discussion about a tiered system between maintenance and revisions. Maintenance – dates, broken links, etc. Revisions – textbook changes, content changes, extensive updates that would alter the bulk of the course.
7. Revisions should be added back to policy and recommendations for revisions would be determined by the Dean.
8. Recommend we separate Course Development, Revisions, and Basic Maintenance into separate sections of the policy.
9. Put back into policy that the course developer would teach the first pilot semester before sending out to other instructors.
10. Add in a clause that Deans would determine which faculty member to take over course maintenance upon developer retiring or termination.
11. Recommended that Jessica share the following information with the Online Quality Council.
 - a. Three-Tiered Policy: Policies should differentiate between development, revision, and basic maintenance.
 - b. Ongoing responsibility for basic maintenance should **not** be included in the course development policy and contract. Course developers would only be responsible for course maintenance during the first year that the course is offered.
 - c. Basic maintenance (changing dates, fixing broken links) should become service work (unpaid) for interested faculty members. Right of first refusal for basic maintenance goes to the developer, but other qualified faculty members would be eligible to maintain a course when the original developer is unwilling or unable to do so.
 - d. Revisions would require compensation, and the committee is requesting a \$750 fee.
 - e. Development of 3 & 5 week courses should be considered revisions, and would, therefore, require a separate contract.

Accessibility

1. Ally is helpful in checking course documents.
2. Accessibility seems to be sorting itself out.
3. Question about 70% for course or each document. Clarification was given that the requirement is per document, and explanation is that audit counts each document for accessibility.

4. Jessica offered to send the Alternative Action Plan for any documents that cannot be made accessible.

Missing students in eLearn sections

1. Students need to have access 1st day of classes.
2. Jessica stated that the issue is between Banner and eLearn. Jessica mentioned that we push all courses before classes start to try to reduce the number that are missing in eLearn.
3. Dual Enrollment was brought up specifically. Jessica stated that the Admissions Officers over Dual Enrollment typically send an email to Distance Education to push students that were just registered.
4. Discussion about working with OIT to create a script to autorun with Banner.

Need for eLearn sections

1. Faculty have questions about building tests and, generally, how to add content.
2. Request for Distance Education to create a training course for eLearn.
3. Faculty Council will be asked to provide a list of necessary training items.

Unscheduled eLearn outages

1. First instances were from our Identity Authentication server and D2L servers not connecting correctly.
2. Last incident was due to AT&T losing connectivity.

Next Meeting Date

Wednesday, January 15 10:00 am – 11:30 am