

Seminole State College Distance Education Committee

**Meeting Minutes**

September 11, 2019

- A. Call meeting to order at 2:00 pm in VPAA Conference Room
- B. Vote to accept meeting minutes for August 2019: Jason Cook motioned; Robin Crawford seconded. Unanimous vote to accept minutes as presented.
- C. Report on lockdown browser options for campus computers (Cook): If we move away from required proctoring of online classes, the DEC no longer needs to advise on this. Choate will notify Division Chair Council.
- D. Video Creator options to include in Brightspace for online faculty (Hernandez and Cheng): Capture videos via Brightspace. We do not currently have access to this Brightspace feature. Teresa Norman & Jeff Cheng advised that Marc Hunter would have to contact the Brightspace sales manager to discover the additional cost to the college. Consensus that this needs additional investigation to determine contract dates and which campus budget these funds would derive from. Discussion that this could not be a feature used by individual faculty member. It would be something that all faculty could use and access.
- E. Report on QM results via Division Chair Committee and Faculty Senate
  - a. The Distance Education Committee recommends the campus forego further QM Certifications for online courses and prioritize in-house reviews. Motion Jason Cook. 2<sup>nd</sup> Theran Hernandez. Unanimous vote to accept recommendation. Recommendation moves to Division Chair Council.
  - b. Upon passing Division Chair Council, this recommendation moved to a Faculty Senate vote. It passed the Faculty Senate.
- F. Report on Division Chair Council discussion of 40% proctoring requirement: This report led to the following recommendations. Committee notes discussion of academic integrity and potential options to preserve integrity of online course work. Choate will report potential solutions at the October meeting. Nathan Weeks, student representative on the DEC, claims proctoring requirements limit students' opportunities to work on their own preferred times. This specifically undermines the reason many students choose to take online courses.
  - a. According to the Faculty Handbook Section 6.2.8, Academic Integrity and the Distance Education Proctoring Center, "The College requires all online courses complete forty percent of assignments in a way that verifies student identity and integrity. Verified student coursework includes, but is not limited to, exams, quizzes, assignments, and papers to be administered through an on-campus proctoring center or an approved off-campus location. To accommodate this requirement, SSC offers students access to the Distance Education Proctoring Center located in the Boren Library which provides on-campus proctoring for distance-delivered courses."
  - b. **Recommendation 1: The Distance Education Committee recommends that Seminole State College remove the proctoring requirement for 40% of coursework in all online classes.**
  - c. Rationale:
    - This requirement is onerous for certain types of courses that rely less on testing for assessment.
    - Federal regulations assert that the login process for Brightspace verifies student identity adequately:

34 CFR 602.17(g)(i): (g) Requires institutions that offer [distance education](#) or [correspondence education](#) to have processes in place through which the institution establishes that the student who registers in a [distance education](#) or [correspondence education](#) course or [program](#) is the same student who participates in and completes the course or [program](#) and receives the academic credit. The agency meets this requirement if it -

(1) Requires institutions to verify the identity of a student who participates in class or coursework by using, at the option of the institution, methods such as -

(i) A secure login and pass code;

(ii) Proctored examinations; and

(iii) New or other technologies and practices that are effective in verifying student identity;

d. **Recommendation 2: The Distance Education Committee recommends the Distance Education Proctoring Center be dissolved at the end of the Fall 2019.**

e. Rationale: If 40% of coursework in online classes no longer requires a proctored environment, the college can use the space and staff to other purposes more central to our mission and vision.

G. Welcome new committee member Billi Weitelman. Report on student member to committee: Nathan Weeks visited the committee as a student representative. Jeff Cheng will ask other students to sit in on future committee meetings to ensure this stakeholder voice is not overlooked as we pursue the best interests of all campus.

H. Planning Comments for 2019-2020

a. Division information re. feasibility of converting courses to online: College has one existing 100% online degree program—Business & Enterprise. What support can we offer to faculty members creating new online courses? Question prompted a discussion of potential grant opportunities that we can pursue? Discussion regarding our transfer mission and how online courses/programs fit into that mission. Questions regarding lab hours for online biology classes and general education hours requirements. We also discussed the “seat time” requirements for face-to-face science courses and questioned whether an online biology course would still be eligible for four hours of college credit since seat time is not verified. Consensus that the course itself does not change and that online assignments and labs should be comparable to the requirements of those in face-to-face courses.

I. Motion and 2<sup>nd</sup> to adjourn at 3:00 p.m.

**NEXT MEETING: October 9, 2019**