

Seminole State College Distance Education Committee (DEC)

MINUTES

1:00 PM –16 APRIL 2015

VPAA CONFERENCE ROOM AND TANNER 302

CALL TO ORDER

Members Kelli McBride (DE Coordinator), Mindy Choate, Dawna Hamm, Bill Knowles, Jamie Mills, Teresa Norman, Brad Schatzel, Michael Schnell.

Minutes approved: 12 March 2015 Meeting

1. Synchronous Tools committee report: Brad, Mindy, Bill
 - a. Big Blue Button (free); WizIQ (\$3000); Bluejeans.com; Google Hangouts (free); E-Lecta (\$10/month)
2. QM Peer Reviews for 2015:
 - a. Faculty will be submitting their courses to QM for a peer review. This request must be filed before the end of June (end of the fiscal year), but the actual peer review can happen after June. **Update:** *because we cannot pay for the peer reviews with FY 2015 funds unless they are conducted before the end of the fiscal year, the VPAA and DE Coordinator decided to postpone the reviews until FY 2016.*
 - b. McBride distributed packet with instructions and example documents for preparing for and submitting a QM Course Review application.
3. New QM courses: timeline will ask instructors to redesign in the fall, pilot in the spring, and submit the next fall.
4. Desire 2 Learn demo – the committee was impressed with the scope of D2L. Interested in pursuing this further and comparing cost of D2L with Cruiser. (In Tanner 302)
5. Committee recommended that the blended Course ratio of F2F and online instruction be 2/3 F2F and 1/3 online for all classes.
6. McBride discussed budget issues for FY 2016 especially concerning paying for part time proctoring. The committee discussed the issue of faculty proctoring in the summer semester and fall. The committee decided to use secretaries to provide proctoring in the DEPC during the summer. Holly Cantrell, Social Sciences secretary, would provide day proctoring during her work hours in the library. Kristi Barnett would continue to provide night proctoring.
7. DEPC recommended that DEPC be used only for scheduled classes and proctoring services. Outside of these scheduled hours, the lab will be closed. Students will use other computers at the back of the library or other computer labs on campus. This would provide better security and a quieter environment for testing.

ADJOURN

Next meeting: Fall 2015 TBD