Welcome and Introductions

Attendees:

In Person:

- Gwendolyn Lewis-Huddleston, Dean
- Erica Tartt, Professional Development
- Krista Wilbur, Distance Learning
- Eileen Crump, Title V Cooperative Grant
- Shelley Moore, Nursing
- Eric Mantinsen, English
- Sharon Beynon, English
- Sandy Hajas, Learning Resource
- Ara Khanjian, Economics
- Mike Harrell, OnPoint Classroom Sales Representative

Documents received:

November 1, 2011 Meeting Minutes
Summary of Date of Last Attendance Webinar
Distance Education Spring/Summer 2012 Staff Training Schedule
Screen Shot of online Distance Education Schedule

Welcome and Introductions (Group)

Mimio demonstration (Mike Harrell)

- Mike Harrell demonstrated the Mimio smart board and answered questions from group

Review of Date of Last Contact

- Krista attended Date of Last Attendance for Online Courses webinar on November 9, 2011
- Date of last attendance is different for online classes than classes held at the college
- For classes held at the college the last day of attendance is when they physically show up
- For online classes the last day of attendance is when they last participated in the course, which is different from the day they last logged in, not just logging in class and logging out of class
- This is a concern for Distance Education Coordinators because of financial aid. When a student is dropped at a certain point, the government wants

their percentage of money back. The entire school has to follow the same understanding of "day of last attendance"

- The last day of attendance for online classes is based on academic engagement and meaningful participation e.g. last day student completed and turned in an assignment, submitted a quiz, participated in a class discussion or a discussion with instructor, sent an email.
- Instructors need to keep records of when and why they dropped a student from their online class
- In Desire2Learn if a student is dropped from a course, Banner and D2L synch up and their information is no longer displayed online
- The webinar did not mention a clear cut date on which to drop a student
- The webinar suggested that the college should have a clear cut drop policy for all online classes
- Instructors need to keep a Distance Education file to record when students are dropped from their classes
- If a student is dropped past a certain date, the college needs to keep a record specifically for the government, which wants the college to return a percentage of financial aid money that it has given for students who drop past said date
- Greater concern is to keep track of students who drop later in the course
- In the schedule of classes it states that for classes held at the college, a student can be dropped if that student misses two weeks of class or a total of two weeks of assignments
- Committee can establish a drop policy for online classes
- Depending on when a student drops an online class, the students will received a Withdrawal
- Krista will continue to receive new information as it becomes available and discuss it with the committee
- Veterans have another set of guidelines on top of college guidelines
- Distance Education Coordinators are trying to set guidelines to help combat nationwide fraud in distance education courses
- Financial aid fraud occurs when a student says he wants to stay in the class because he wants to get financial aid
- Each student is allowed only a predetermined amount of financial aid

Update on Desire2Learn Training

- Received course material from Desire2Learn. Erica and Krista are reviewing course contents, taking out unnecessary material, and adding supplemental material
- Course material modifications could be completed by late spring or summer 2012

Wording in schedule of classes

- CRN notes are no longer using the term *orientation* for classes held on campus

- Distance Education instructors who want an optional time for students to come on campus will be able to offer what is now called a "Course Information Session"
- The term *orientation* is now used specifically for Desire2Learn classes
- On the online schedule of classes, if a class is coded online, web enhanced, or hybrid, it still displays the words *orientation may be required*
- The college IT technicians can change the word o*rientation* on the online schedule of classes, but all three colleges must agree because this change involves codes which are attached to the entire district
- The Course Information Session must be held the first week of the semester. It is not mandatory, and it cannot be held before the class start date
- College graphic designers will work on the online CRN notes for the 2012 summer and fall schedule
- Erica can add a link for the Course Information Session on the instructor's faculty website
- Students don't have access to their online class until the first day of class, but instructors have the ability to change the class access date
- Access to Desire2Learn begins a week before class starts
- Krista will send out an email to instructors with information regarding student technical support, orientation sessions, Turitin.com, library services, tutoring services, and other pertinent information for instructors to include on their syllabus
- Erica can create a widget for distance education support on the Distance Education website
- Krista and Erica will be adding more trainings for spring 2012
- Send Krista and Erica new ideas for more online trainings
- Krista will add another Gradebook training towards the end of the spring 2012 semester
- Committee will not meet in January. Committee meetings will resume on February 7, 2012
- Committee will continue to meet the first Tuesday of each month from 3:00 PM – 4:30 PM
- Sandy will set up two tutoring software demonstrations for February 2012 and invite distance education instructors to view demonstrations
- Currently developing Desire2Learn tutorial videos with Sharon Beynon
- Committee can work on creating a rubric for new product evaluation