

Distance Education Committee  
Wednesday, February 13, 2008  
**Meeting Minutes**

**Attendees:**

Peggy Johnson  
Sheila Merritt  
Aimee Guerin  
Ted Christensen  
Keith Anderson  
Shawn Wood  
Bonnie Black  
Shelley Rodrigo (via phone from Red Mountain)  
John Seims (via phone from Red Mountain)

**Updates:**

1. Online Assessment: According to Matt Ashford, Research and Planning Director, a pilot will be launched during assessment week for online learners. Four online classes taught by a Business faculty will participate in the scientific inquiry assessment. This instrument was chosen because it was the easiest to place on WEBCT. Other delivery vehicles will need to be explored for the future.
2. New Drop Code Proposal: Barbara Boros took the committees recommendation to her district meeting and she claims it was not well supported. She claims that Rio did not find it necessary to add a new code and her discussion about it with Harold Cranswick did not indicate support. The committee agreed to continue to pursue this matter. John Seims agreed to talk to Harold about it.
3. Quality Matters: Peggy reported that a pilot program will be initiated next year and District training for those selected as reviewers will be on 2-29-08.
4. Accreditation: Ted reported that accreditation for online degrees is on hold until the new President arrives.

**New Issues:**

1. A department chair had requested information about online instructor/class evaluation forms. Aimee recommended [www.getfast.ca](http://www.getfast.ca) for developing an evaluation form. This site is currently being used in the Math Department.
2. The need for course designers was discussed. These would be assessment/course specialist not content specialists who could assist in online course development.

3. A need for a toolkit which could provide faculty with resources and information about online course development was mentioned.
4. Ted distributed a flyer showing the tremendous growth of online student enrollment, particularly in Fall 2007.

**Checklist:**

The first draft of the checklist was distributed and some recommendations were made. Due to time constraints, it was suggested that the document be put on Google Doc so everyone could make their changes and review everyone's suggestions. Shelley agreed to post it. Several committee members were attending the Quality Matters training and wanted to give their feedback after completing the training. It was recommended that feedback be given by 3-5-08 so a new draft could be created for review at the next meeting.

**Next Meeting:**

Wednesday, 3-19-08 at 1:45pm, Room AS122