

## **DISTANCE EDUCATION COMMITTEE**

**September 20, 2016**

**1:00pm**

Attending: Robert Hannu (chair), Jinho Jung, Daniel Bergey, David Sexton, Donald Jones, Michael Bail, Oscar Sida, Teresa Stauffer, Lisa Frazier (ex officio)

Guest: Laurie Walsh

Absent: Stacy Rust

- Topics of Discussion:

o On-Line course “absentee” policy:

The Committee was asked, through the Executive Committee, to discuss an “absentee” policy for on-line courses that creates equity between distance education and traditional coursework.

The group discussed that there was already a guideline to determine the last participation date for on-line classes for purposes of financial aid, which is defined as the last date that a student turned something in for the class, as distinct from the last date they “logged in”.

In order to move forward with further discussion related to “absenteeism”, it was determined that the committee needed to find out if there was such a policy for “live classes” and what it was. Michael Bail volunteered to research this issue and report back to the committee at the next meeting.

o On-line and IAV testing policy:

Jinho Jung discussed the challenges that the Math Department faces with exam proctoring for their on-line classes.

Lisa Frazier described the four levels of proctoring support available.

Level One consists of “live” proctoring, either at one of our centers, at another NSHE institution, and (for students in Nevada that are out of our what formerly was out service area or who are out of state) at a local library, educational institution, or by an approved individual.

Level Two uses the “Respondus Lockdown Browser”, a custom browser that locks down the student’s testing environment within the learning management (WebCampus) system.

Level Three is the “Respondus Monitor”, a fully automated online proctoring solution that adds webcam technology to LockDown Browser for recording and monitoring of the student during testing.

Level Four is the “Proctor U” service, which provides “live” on-line monitoring of the student while testing. This service is charged on a per hour basis.

Jinho Jung will bring back the Math Department’s policy on testing to the next meeting. The consensus was that any new policies or guidelines suggested for testing and proctoring (such as more integration with the ASC) will be included in a more comprehensive on-line course guideline document developed by the committee.

- Basic Guidelines for on-line classes:

Lisa Frazier reported that at the Financial Aid audit this summer, the evaluators asked GBC to provide a set of guidelines related to on-line courses and distance delivery. Lisa Frazier, in collaboration with Laurie Walsh, developed a draft guidelines document, expanding on similar efforts attempted over the past several years to address on-line course delivery.

The process to move this forward was discussed by the committee, and each member will bring it to their constituent departments and provide comments for the next DE Committee meeting. It was mentioned that these guidelines could also be inclusive of independent study classes. The Distance Education Committee will collaborate with the Academic Standards Committee to produce a final document that will be brought to Faculty Senate sometime this year.

- Other Topics/Next Meeting

Bob Hannu reported to the committee that defined “service areas” for NSHE institutions were eliminated at the last Board of Regents meeting. Lisa Frazier reported on the work being done with the Business Department to reach out to former students of ITT Tech, which was recently closed.

The committee will meet again before the October Faculty Senate meeting to move forward the discussion of the “Basic guidelines for Academic On-line Courses” document.