**DISTANCE EDUCATION COMMITTEE MEETING MINUTES**

**November 29, 2016**

**9:30 am: Elko HTC 137, Pahrump Room 119, Winnemucca Room 124**

Members present: Robert Hannu (chair), Lisa Frazier (ex officio), David Sexton, Jinho Jung, Michael Bail, Teresa Stauffer, Stacy Rust, Daniel Bergey, Donald Jones

Absent: Oscar Sida,

Agenda:

* Basic Guidelines for Academic Online Classes

Lisa Frazier recapped the discussions with the Federal Financial Aid audit group this past summer where questions were raised related to GBC’s standards for interaction, feedback, and assessment of online classes and how that became the incentive to develop the online course guidelines document.

After discussion among the committee members and some final changes, a motion was made by Dave Sexton and seconded by Michael Bail to approve the “Basic Guidelines for Academic Online Classes” document and move it forward toward final approval. The motion passed unanimously.

* Coordination with Academic Standards Committee on the Guidelines document

The consensus was that the guidelines document be shared with the Academic Standards committee with the goal of making a joint recommendation for approval in Faculty Senate. Bob Hannu will contact the chair of the Academic Standards Committee and request a joint meeting to present the guidelines.

* Other Topics

The issue of exam proctoring was raised as a point of concern for Distance Education classes. There have been issues related to proctors at remote locations not following faculty instructions for administering tests and with the noisy environments in the testing centers at some campus locations. Lisa Frazier suggested that noise cancelling headphones might be of value to students in this situation.

* Future Meetings

At the next meeting in the spring semester, it was suggested that we invite Ping Wang from the Academic Success Center to continue the discussion of test proctoring.