MINUTES: Distance Education Committee Meeting
4:00-4:50pm, Monday, September 23, 2019
IAV Locations: Elko HTC 121, Battle Mountain 3, Ely 118

A. Committee Member Attendance (1 = Present, 0 = Absent, X = Excused)

1 Chambliss, Jill	1 Hannu, Bob	X Rencher, Brian
1 Cooley, Nick	1 Koopman, Jennifer	1 Schwandt, Kathy
1 Cunningham, Tom (Chair)	1 Nelson, Veronica	1 Wang, Ping
1 Grimes, Sidnie	1 Owens, Lynne	1 Stevens, Karl (Ex-Officio)

B. GBC/Departmental Policies & Procedures for Reviewing Courses

● Discussed the role and responsibility of full-time faculty for course development as well as regularly reviewing, evaluating, and revising IAV and WebCampus courses to assure functionality, quality, currency, consistency, etc.

Tom initiated a conversation about GBC Policy 3.40, A Guide to Program Reviews, and Policy 3.42, Low-Yield Program Reviews, and asked participants regarding their knowledge of and experience with any other campus-wide or departmental policies and procedures for regular course review.

Nick mentioned that each semester faculty complete self-evaluation of selected courses.

● Role and responsibility (if any) of part-time faculty in course development, evaluation, and revision.

Participants were not aware of any official GBC policy. Some part-time faculty may be involved in developing courses based on their expertise in the subject area, but departments have responsibility to oversee course design issues and course outcomes.

● Ongoing departmental role and responsibility for oversight of regular course review, assigning course stewards, tracking overall achievement of student learning outcomes, assuring that all delivery modes (F2F, IAV, online) achieve equivalent outcomes, and record keeping each semester to facilitate reporting for accreditation reviews.

Participants indicated Deans have the main responsibility for oversight of course review.

- ADA compliance reviews and possibility of involving HelpDesk staff in basic reviews to identify and flag problems that need attention.

  Some committee members expressed concern about student employees at the HelpDesk having access to WebCampus courses to review them and possibly without the instructor's knowledge. Tom assured them that ADA compliance reviews are at the request of a faculty member, and that no GBC Online staff reviews course materials without the instructor's consent. Regarding student employee access, he also pointed out that it is part of HelpDesk assistants' job to access courses to troubleshoot and solve problems for students, faculty, and staff who request help. Student employees at GBC often have access to sensitive data. Tom pointed out that everything that anyone does in WebCampus is tracked, so if there ever was a problem of abused privileges, it would be discovered and the consequences for the student employee would be serious.

- Copyright compliance reviews to assure ethical and legal standards are being met.

  The need to do this kind of review was recognized given the inconsistencies among faculty in how they use copyrighted materials in their courses. Further discussion is needed.

C. Other Items of Business for DE Committee

- Ping requested that we discuss and clarify online proctoring policies at our next meeting, such as when to use ProctorU versus LockDown Browser with Respondus Monitor.

- Bob shared a printed copy of the following documents from previous work of the Distance Education Committee in 2016:

  1. Distance Education Committee Meeting Minutes, November 29, 2016
  2. Basic Guidelines for Academic Online Courses (Revised 11/29/16)

  Both of these documents are available for download on the Distance Education Committee webpage:

  https://www.gbcnv.edu/committees/show.cgi?Distance_Education

- After the meeting, Kathy shared a copy of a GBC ADA Compliance Checklist for WebCampus Courses.