Distance Education Advisory Committee  
Meeting Minutes  
February 23, 2012  
2:00-3:00PM

Present: Maggie Templeton, Ralph Kam, Heidi Green, Sarah Myhre, Gregg Gruwell, Ross Egloria, Marcia Roberts-Deutsch, Bill Becker

Proceedings

I. Minutes from 12-15-2011 approved and posted.

II. Announcement of Peter Quigley’s newly formed system committee to work on a Strategic Plan for Online Learning. Plan is still in its infancy and hasn’t even reached a working draft format yet. As soon as it does and the draft is officially released, Ross will share with the campus at large.

III. Update on Blackboard Collaborate (formerly Elluminate). Due to the high cost ($30,000) and low usage on campus (less than five power users), the decision was made to not renew the agreement with UH COE to continue the use of Blackboard Collaborate. Sarah mentioned that she thought Sinclair Library was using open-source vOffice software and would investigate and report back to the committee.

IV. Update on SoftChalk software. Due to the high cost ($6,000) and low usage on campus, the decision was made to not renew the service agreement for SoftChalk. This service agreement basically covered customer support for our campus and any NEW upgrades. The licenses that we now have are ours to keep and can still be used so SoftChalk is still a software available to those wishing to utilize it.

V. DE Stats will be compiled to help create an actual program review report as well as to disseminate information on the program. Stats will include things such as courses offered, aggregate grade distributions, course completions, and overall registration numbers. This will be completed for the Fall 2012 semester.

VI. DE Assessment is an ongoing process. This year, Ross will make available for the first time, the “Form G”, end-of-semister instructor/course evaluation on line for instructors to use if they wish. We will also continue to run the DE Survey that we’ve run in prior semesters, although some of the questions will be edited based on current needs assessment (we’ll add/remove questions to better focus what we want to know about DE).

VII. Student Authentication is an ongoing issue. Currently, ACCJC only requires a login/password type of student authentication. The system meets this standard by utilizing Laulima, our Course Management System but this requirement needs to be closely monitored, especially if the requirement changes in the future.

VIII. Next meeting scheduled for Thursday, March 22, 2012 at 2PM with the location to be determined.