# Distance Education Committee Minutes

## DATE 11/30/17

Present - members: Rebecca Baird, Karen Bishop, Tom Fiormonti, Sarah Phinney; guests: Sam Aunai and Jay Hargis

1. **Meeting minutes from 10/26/17** approved.
2. **Out of state students** – Karen and Sarah met with Erin Cruz and others and were informed that there is already a process in place that prohibits out of state students from taking online classes. Erin runs a report every term that identifies any student who is taking only online classes and who also has an out-of-state residency. The student is contacted to verify that they indeed are located out of state and if they are, they are told they will have to be dropped. This group will continue to communicate with each other regarding any new rules or regulations that may arise.
3. **Student access to Canvas after term** - Karen will check with A.S. to see when she is scheduled to present our proposal for student access to Canvas courses after term.
4. **NetTutor usage and balance** – Our latest NetTutor usage report shows approximately $2000 worth of time was used by mid-September and a couple hundred less than that by mid-October. Our account was credited with the $12,000 we had requested from Basic Skills, and as a result have $12,394 in the account.
5. **OEI Consortium call for proposals** – Sarah shared that a call for participation was announced, for colleges interested in joining the OEI Consortium in the next cohort group. That group will begin in fall 2018 and will focus on student equity. After some discussion, the committee agreed that it would be beneficial for us to express our interest in joining. There is no commitment required at this stage. If we submit our letter of interest, the next step will provide us with more details on what our responsibilities and benefits would be. At that point, we can reconsider and give our final decision. Sam and Jeff Keele will need to be involved in this initial letter of interest phase. Karen will take the item to the Senate, and Sarah will forward the information to Sam and Jeff.
6. **Committee goal: Faculty training for teaching online** – Sarah shared that the reply from @ONE indicated that they will continue to offer their 12-week certification course, “Online Education Standards & Practices”, as well as “Introduction to Online Teaching and Learning” which is 4-weeks. Courses cost $65 each for CCC faculty. Their new schedule will be posted on their website soon, which will include courses beginning in January. The committee asked Sarah find out if the 12-week course would be offered multiple times throughout the year, or if their January session will be the only one. Also, we would like to know if they offer custom training for a college, and if so how much does it cost and how many instructors it can serve. What is the time-frame and other parameters for custom training? Sarah will look into these questions.
7. **Proctorio** – Sarah informed the group about Proctorio, which is currently free to OEI consortium colleges and offered at a reduced price for the other colleges. This product offers increased security on remote exams, including requiring students to have a webcam and to be videotaped during test taking. BC just recently began using the product as part of their participation in the Proctoring Network. They are not requiring the Webcam feature, but in talks with other colleges they have found that many of them do require students to have a webcam. Aside from the webcam feature, the product allows you to restrict browser features such as surfing the Web and copy/pasting while taking exams.
8. **Proctored exams for fully online courses** – Jay and Sam brought to the attention of the committee, a recent problem that occurred when students in online courses had scheduled to take an exam in the Learning Center. Because students were not able to take their exams and also could not reschedule them at that time, they were upset and the issue was brought to the attention of an administrator. As the administration team looked into the issue, it was discovered that it was a policy in a few classes, particularly in the Math Division, to have their students take exams in the Learning Center. This raised a few red-flags, specifically that tests were being administered by non-faculty, which is not allowed, as well as final exams possibly being taken outside of the final exam window. It seems that this practice may have resulted from confusion about using proctors in online courses stemming from information included in the Online Teaching Handbook. The issue has been remedied for this semester, but the DE Committee needs to carefully review and edit the section of the handbook pertaining to proctoring. The committee is asked to ensure that after the handbook is updated, it is taken before the College Council. Going forward, fully online classes, and all classes, are not to use the Learning Center for test proctoring.
9. **Meetings times next term** – The same as this term, 4th Thursday of the month at 3:00