Committee on Distance Education  
Meeting Feb 2\textsuperscript{nd}, 2018  
Minutes of February 2018

Present: Aura Lippincott, Divya Sharma, Marcy May, Brian Kennison, Colleen Cox, Monica Sousa, Stephanie Kuhn, Tom Schmiedel, Brian Vernon, Cathy Vanaria, Becky Diot.

The meeting was called to order by Aura Lippincott at 9:04 a.m.  
The minutes of Dec. 2017 meeting were approved with corrections. (Sousa/May) (Unanimous)

1. Follow up on last year deliverables from Distance Ed Committee:  
Aura sent an email to all professors who are teaching online courses this Spring 2018 semester to let them know what resources were available to them. This included an Online Readiness Self-Assessment for students, Online Course Design Best Practices, Instructional technology tools and help and Online and Hybrid Instructors Learning Community.

Aura stated that faculty teaching Hybrid courses was not included in this email. Marcy stated that she felt that they should also receive this email since many of those faculty predominately teach online, even though the definition of Hybrid courses is 50% online/50% on campus.

All felt that this email should be sent out every semester.

2. Subcommittee reports:  
Peer Evaluation Sub Committee hasn’t met regularly.
Online Office Hours Sub Committee: Group has been reviewing material and is working on a summary of best practices.
Student Evaluation of Online Courses Sub Committee: There are issues with Blackboard which inhibit us testing out Enterprise Survey. Testing still going on.

3. Online course exams:  
a) For online courses, are on-campus ("proctored") exams currently prohibited?

Monica stated that there are security issues in Nursing. Students are able to access the internet while taking exams. Is there a way to shut down the browser so students will not be able to access content while taking the exam? Nursing is also reviewing other online exam services but they are expensive. Can online courses require students to take exams on campus? Would the university need to make a statement that some online classes may require on-campus exams? This would need to be noted when students register for the class since many students taking our online offerings are at a great distance from campus.

Divya mentioned that she offers timed quizzes but this doesn’t work for student who have AccessAbility documentation. She stated that other departments require their students to write essays instead of exams or quizzes.
b) How do we define "online" and "blended"
Brian asked if we would be able to change the definitions of online courses (Online-100% online, Hybrid 50/50, Online with 10% on campus (exams). Aura said that she would review the CUNY definitions. Brian felt this should be a conversation between the Provost, Registrar and Senate President. Aura stated that she would have a conversation with all three for clarification on changing the definitions. She would also find out if this would have to get Senate approval.

4. WCSU website online courses/distance education info (Tabled for next meeting)

5. NEASC 5-year interim report:
Anne Atkinson reached out to Aura to write up a report to be included in the NEASC 5-year interim report. Aura asked long term members of this committee for additional information. Tom Schmiedel offered his assistance.

6. Upcoming Kaltura and WebEx workshop has been changed from Feb. 7th to Feb 14th, Haas 508 or via WebEx.

7. Aura has sent an invitation to all Online and Hybrid course instructors to join the Learning Community where they can share their challenges and successes. There is no date set for this event yet but Aura is currently monitoring interest. One faculty responded to the email. Divya and Stephanie also voiced interest during our meeting.

Next meeting is scheduled for March 2nd, 2018.

Meeting Adjourned: 9:36am

Respectfully submitted
Catherine Vanaria