# Southwestern COMMUNITY COLLEGE

# COMMITTEE MEETING MINUTES

| Committee Name: | E-Learning Committee | | |
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| Members attending: | Bethany Emory, Chris Akers, Erin McCully, Patty Wall, Pam Bell, Scott Cline, William Brothers, Mitch Fischer, Diane Lindgren, Carolyn Porter, Vicki Todd | | |
| Date of Meeting: | 10-25-16 | Time: | 9:00 |
| Meeting Purpose: | Goal Setting | Meeting Chair: | Bethany Emory |
| | | Prepared By: | William Brothers |

| 1. Discussion notes *(add rows as necessary)* |
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| ● Welcome and Reintroductions |
| ● Recap of Last Year's Activities |
| ● Course Readiness Review Updates<br>    o [Two faculty questions](#) about schedule requirements<br>    o Syllabus statement about how to find schedule<br>    o Dates are needed somewhere to clarify for students<br>● Meeting Discussion:<br>    o Course readiness – program areas successfully met the 95% course readiness review goal.<br>    o Rubric Questions – Course schedule question – Can module folders with due dates on them serve as a schedule? Previous interpretation was "no". Barb Putman mentioned that the syllabus should provide the direction to the due dates. Scott Cline stated that he supported the module dates rather than a full course schedule.<br>        ▪ Group consensus was that module dates will be sufficient as long as a syllabus statement directs students to the dates and if the format of the syllabus statement is consistent in seat-based and online courses.<br>        ▪ Discussion as to whether the dates should be included if modules become available on a week to week basis. Scott Cline stated that he felt that dates were necessary – group consensus was strong agreement for the importance of dates.<br>    o Bethany reported that 11 courses went through distinguished courses. Goal of eight was successfully met.<br>        ▪ The number has more than doubled for this review cycle.<br>    o Discussion related to Erin McCully's training course for new faculty as well as new program entitled "online learning: make it work."<br>        ▪ Discussion related to student response for orientation session.<br>        ▪ Erin McCully stated that parents and students have responded with positive feedback and stated that the sessions were "helpful". |

- Goal(s) for 2016-2017
  - Topics already proposed:
    - Blackboard Upgrade
      - Blackboard Ultra upgrade discussion
      - Currently, there are no plans to eliminate the current version of blackboard, however, blackboard has no plans to make changes to the course going forward.
      - Blackboard Ultra would likely require course re-designs.
      - Ultra would provide more features than the current edition.
      - No cost to upgrade to Ultra; however, IT infrastructure would need to be revised to accommodate the switch. Benefit for the upgrade would be that a test server would be provided.
      - Broader discussion – do we stay with blackboard or potentially consider another LMS?
    - Cheating/Test Proctoring
      - Discussion related to best practices for academic integrity; both Barb Putman and Scott Cline have had questions related to this topic.
      - Scott Cline noted questions from WCU regarding assurance that students are taking their assignments rather than having someone else taking the assignment for them.
      - Barb Putman noted remote proctor services as an option.
      - Discussions related to remote proctor, deterrent methods, and how to prevent or significantly reduce plagiarism at the college.
  - The Committee decided to break into two subcommittees to focus on the two tasks. Poll in the room revealed the following preferences:
    - Subcommittees: Upgrade Team: Carolyn, Scott, Pam, Chris, William, Cyndi, Patti
    - Subcommittees: Academic Integrity Team: Vicki, Mitch, Barb
  - Bethany to assign members who were not able to be present and to schedule meetings with subcommittees
  - Full Committee Meeting suggested for Mid to End of Spring term to present subcommittee findings, however both groups will keep each other in the loo via webinars etc.

## 2. Decisions or recommendations *(add rows as necessary)*

- The Committee will subdivide into two subcommittees:
  - Upgrade
  - Academic Integrity, specifically proctoring / identity solutions
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## 3. Action Items *(add rows as necessary)*

| Actions | Assigned to | Due Date |
|---|---|---|
| ● Divide Committee into Subcommittees | Bethany | 11/4 |
| ● Schedule Subcommittee Meetings | Bethany | 11/30 |
| ● FAculty Committee Members to send current class schedule to Bethany (if one is available) | | |