

Committee Name:	E-Learning Committee - Proctoring Subcommittee		
Members attending:	Chris Akers, Bethany Emory, Andrea Kennedy, Erin McCully, Barb Putman, Dianne Lindgren		
Date of Meeting:	11-17-16	Time:	8:30
Meeting Purpose:	Creation of Action Plan	Meeting Chair:	Bethany Emory
		Prepared By:	Chris Akers

1. Discussion notes *(add rows as necessary)*

Decide on the Goal - This year, the committee will consider options, guidelines, and procedures for proctoring of tests for online courses. Academic integrity regarding assignments, projects, etc.; and verification of identity of online students will be considered at a later date.

What are we doing well, what could be improved

- Doing Well
 - o Faculty autonomy
 - o Learning Assistance Center option
 - o Genuine concern about academic integrity
- Could be Improved
 - o Better info for faculty - ideas and training
 - o Consistency vs. conformity
 - o Communication
 - o Concern for academic integrity
 - o Tech requirements
 - o ID verification

Action Planning - See Section 3 below

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

1. Define Options
 - a. LAC - clarify what is available, possibly tweak options
 - b. Choose an external option for students at a distance or who can't make it to campus during business hours
 - c. Clarify partner options for SCC students (universities, community colleges, public libraries, testing centers, other options)
2. Clarify Internal Processes, Procedures, Policies
 - a. What / who is a proctor
 - b. Do we have a proctor form? Does it need updated?
 - c. Define process for proctoring
 - d. Information in catalog about proctoring
 - e. What do we charge for proctoring non-SCC students?
3. Communication
 - a. Communicating information about proctoring to students and faculty
 - b. Communicating campus wide

4. Professional Development
 - a. What is proctoring?
 - b. How does it work?
 - c. Why do it?

3. Action Items *(add rows as necessary)*

Actions	Assigned to	Due Date
Defining options - external / 3rd party tool - obtain demos from various vendors	Bethany Emory	Before next meeting
Clarify partner options and find examples of proctoring guidelines	Dianne Lindgren	Before next meeting
Check with faculty about forms and procedures being used	Barb Putnam	ongoing