

# Distance Learning Committee Meeting

July 15, 2011 – HBC 410

## Minutes

**In Attendance:** Al Purcell, Cecile Durish, Charles Quinn, Clark Peterson, Nick Sarantakes, Robert Bermea, Scott Gibby, Susan Thomason, Terry Barksdale, Terry Kotrla, Tracie Nobles, Gaye Lynn Scott, Gale Spear, Amanda Karel

### SACS

Amanda Karel, ACC SACS Coordinator and Gale Spears, ACC SACS Faculty rep attended. Amanda passed out two documents, SACS Reaffirmation Timeline and SACS Compliance Certification and Distance Education.

SACS review has been every 10 years, but report will be reviewed/updated every 5 years.

Dates:

3/15/2012 - Written response (Compliance Certification)

Early May 2012 - Offsite committee reviews and issues report.

Mid May 2012 – Conference Call to Discuss Findings of Off Site Review

June 2012 SACSCOC sends on-site committee reaffirmation Materials.

Between September and November 2012 – SACS onsite committee visits and issues report

Late 2012 Response to committee report.

June 2012 Review by SACS – Commission on Colleges final report.

In December 2011 –SACS to vote on revising principles; they would be in force before 3/15/2012 (ACC would be expected to abide by any new revisions)

By SACS visit, ACC will need to have policies in place, procedures for the policies in place and proof procedures were being followed/implemented and onsite evidence that plan is being implemented

Any new ARs or changes to existing ARs must get through shared governance quickly.

Schools can show unique personalities during review, but must show policies, processes and proof (why things are done as they are) ie: Instructional Program Review

### SACS – Qualified Faculty, Training and Faculty Evaluations (Policy Statements)

**Distance Education Training:** DLC continued discussion of training/having qualified faculty & evaluation of DL faculty. We need to leverage current policies & procedures, administrative rules to meet SACS requirements.

Multiple methods of faculty evaluation

DL evaluations could be included in faculty portfolio

Establish a baseline for DL evaluations (institutional-wide), departments can add additional items.

Create a rubric of expectations for DL. Should it be included in overall eval? Make a summary form adjustment?

Topic of low student evaluation of DL faculty came up.

Inadequate number of student evals doesn't provide good info.

Students do use "Rate My Prof"

Can we require student evals? Not sure what we can do.

DL has made information on faculty evals available to various student organizations and outlets.

DL Faculty Evaluation should be based on topics covered during training and faculty expectations of how a DL courses is designed/developed and delivered.

## **Training**

Training to competency in the 3 areas DLC previously discussed: Design, Develop, and Delivery Looked at Suzy's "DL Faculty Preparedness Program".

Options:

- Need to have a pilot program ~ Master DL Teaching Certificate?

- Provide refresher course to re-certify?

- Who? – Sliding scale from those new to teaching DL to XX years worth of experience

- Need to develop sample rubric - several were discussed

Approach departments and encourage keeping of records of who does training. Use existing professional development processes.

ACC needs plan in place by November.

Data: # of faculty trained, # of faculty scheduled to be trained, # showing competency, etc.

Define the Faculty Training/Certification & Evaluation with DLC 3 competency areas

Also need to develop & provide student technology training: ie: Blackboard

### **Evaluation & Training**

- Find core competencies

- Evaluation of current workshops – where do they fit within DLC's Design, Develop, Deliver

- Best Practices: Business Studies' Distance Learning Standards

- Issue of requirements for training

## **Defining Distance Education & Correspondence // ACC Delivery Modes**

Committee looked at SACS definitions of DE and CE courses as well as ACC Delivery modes.

Discussion was centered on what constituted DE and CE as well as delivery modes as well as how some types of courses overlapped.

Reasoning for clear definition of DE & Correspondence is to provide students with expectations for the classes hopefully prior to registration. This would tie in with Student Success – students should know what they are getting into:

Advisement? Clarity @ registration? Etc.

Amanda to check with SACS to see what 'they say' about the designations, and DLC to proceed from there.

\*\*\*ACAC next meeting is September 2, so DLC needs to work towards that date.

\*\*\*Next DLC Workgroup meeting 7/22/2011 @ 1:30pm (HBC 411)