**DISTANCE EDUCATION COMMITTEE MEETING MINUTES**

**April 4, 2017**

**9:30 am: Elko HTC 110, Pahrump Room 122, Winnemucca Room 123**

Members present: Robert Hannu (chair), Lisa Frazier (ex officio), Jinho Jung, Daniel Bergey, Donald Jones

Absent: Oscar Sida, David Sexton

Excused Absence: Teresa Stauffer, Stacy Rust

Guest: Ping Wang

Minutes:

* Basic Guidelines for Academic Online Classes
	+ It was noted that the document, which was approved by Faculty Senate and President’s Council, was still not posted on the GBC “Policy and Procedures” web page. R. Hannu will check with John Rice regarding this. (UPDATE: It had been decided that a document consisting of “guidelines” was not appropriate to include on a list of college-wide policies. It was decided that the document should be posted on the Distance Education Committee webpage instead. This was accomplished on 4/5/17.)

* Testing and Examination processes for Distance Education Classes
	+ Ping Wang of the GBC Academic Success Center joined the group in a discussions issues related to testing. The primary concerns about testing and test proctoring centered on procedures at our branch and satellite campuses and testing for out of state students enrolled in on-line classes.
	+ Ping shared to processes the ASC follows when proctoring tests for other in-state and out of state institutions. Ping will share her testing instruction documents with the committee. She also mentioned that for exam distribution to the GBC campuses, the best method of sending materials to the branch campus is the use the IAV proxy addresses. Because of staffing issues, the ASC is not able to assume full responsibility for coordinating testing for IAV and WebCampus classes.
	+ Other items brought up for discussion was the exam/proctoring management software system used by Utah State University (Lisa Frazier will gather more information about that system); the problem of distance education students returning their own exams via e-mail; and that we currently do not have any policies regarding responsibility/process for remote exam administration and proctoring.
* Future Tasks
	+ The distance education committee will begin working this semester to compile options and procedures for testing and proctoring for Distance Education students. The goal will be to have a completed document during the Fall Semester 2017.