

Distance Education Committee Minutes
January 20, 2012

The meeting was opened by John Newman, chairman of the Distance Education Committee, in HTC 121 on the Elko Campus.

Members Present: Susanne Bentley, Bob Byram, Jim Elithorp, Lisa Frazier, Robert Hannu, Thomas Matula, John Newman, Russ Orr, Stephen Theriault

Members Absent: Bob Byram

Members Excused: Thomas Matula

New Business:

The Distance Education Committee has been tasked with forming a set of requirements and recommendations to be made present in all online courses. The purpose of this task is to satisfy accreditation criteria set forth by the Northwest Accreditation Association and Great Basin College administration.

The Distance Education committee has suggested the following requirements and recommendations be present in all online courses.

Requirements:

1. Tools for instructor contact:
 - a. Email
 - b. Discussion board
 - c. LiveNet
2. Syllabus
3. Gradebook accessible by students.
4. Structural Course Navigation:
 - a. Course organization is logical
5. Timely feedback with students:
 - a. Timelines established by departments
 - i. Recommendation: 24 hours for email, 7 days for assignments (excluding weekends and holidays).
6. Course alignment consisting of:
 - a. Course objectives
 - b. Learner outcomes
 - c. Learner strategies
 - d. Assessments

Recommendations:

1. Initial communication with students:
 - a. Welcome by instructor
 - b. Course introduction
2. Wide variety of media resources to meet various learning styles.
3. Library link.
4. Academic Success Center link.
5. Students have the opportunity to practice before final assessment (assignments, quizzes, discussions, case studies, etc.)

It is suggested that the requirements and recommendations be evaluated initially at the self/peer review level and then secondly at the department level. Administration evaluation would be introduced only if required.

The suggestion discussed will be presented at January 27th faculty senate meeting.

No meeting date was set for February.

Meeting was adjourned at 12pm.

Minutes taken by John Newman.

Respectfully submitted,
John Newman – Chairman Distance Education Committee