# Minutes – ITDEC

**Date:** February 13, 2015  
**Time:** 12 – 1 PM  
**Location:** CCH 123

Attendees: Rick Smith, Sue Elwood, Heather DeGrande, Leslie Mills, Tiffany Hearne, Monica Hernandez (WebEx), Nicholas McMillan, Lauren Cifuentes

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approve ITDEC minutes from January 9, 2015</td>
<td>Rick moved to approve the minutes. Leslie seconded the motion. The motion passed.</td>
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</tbody>
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| 2. ITDEC Initiatives  
   a) Create a table including:  
   i. Four or five major categories of course designations (face-to-face, web-enhanced, blended, fully online)  
   ii. Definition of each course designation  
   1. Especially important to note if the designation is tied to online instruction in general, or use of Bb  
   iii. Example of courses related to each course designation | a, ii) If an instructor is using a freeware for online resources does the DE fee still apply? Yes  
   a, i) Checklist for Determining Appropriate Course Designation was found  
   • Lauren stated that the checklist has been distributed; Admins are supposed to be providing the checklist to instructors during scheduling  
   • Sue Elwood – Can the checklist be linked into the software in which courses are designated? | a) Added a column for fee and explanation of fee to ITDEC table |
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</tr>
</thead>
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| b) Construct a message for students and faculty explaining what they are getting per fee as related to course designation; what does each fee correlate to?  
  i. In the message to students, share student support initiative | b, i)  
Distance Ed (DE) fee amounts:  
- Lauren believed the current fee structure was as follows (per course):  
  o $100 – Fully online / 85% - 100% online  
  o $100 – E – eline, CONHS  
  o $75 – B – Blended; 50 – 84% online  
  o $50 – C – 25 – 49% online  
  o $25 – D – 1-24% online/ face-to-face  
  o $125 – COB fully online course – Deans can request fee raises; believe minimum fee is set at the Provost’s level  
DE fees:  
- A certain percentage of the fees are distributed to the CFE; ODELT; colleges; provost office  
- Lauren – There is a state regulation that all DE fees must go toward support of DE students  
- Blackboard funded on a grand scale –beyond fees  
  o Do we know how much it costs per student per Bb shell? No  
Transparency needed for fees:  
- Impossible to provide prediction of how DE funds will be used in the future, but we provide a look back on how the fees were used in the past years  
  o Should be updated annually  
  o Placed on a website | b, i)  
- Lauren to find state regulation regarding DE fees  
- Lauren will arrange a meeting with KFB regarding distribution of DE fees in the past years |
<p>| 3. Other | a) Cannot lie about course designations – effects student expectations |</p>
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| b) Recent issue: Course was not designated properly & course materials were not made accessible | • Student with disabilities did not have access to course materials due to lack of closed captions on videos  
  o Federal law – anything that you offer in your class must be accessible to all of your students  
• Closed-captioning solutions:  
  o TAMU system looking at outsourcing closed-captioning  
  o And/or hire TAMUCC to hire someone to closed-caption full-time (Lauran Guerra closed-captioning on an as needed basis) | |