Instructional Technology and Distance Education Committee
ITDEC
Minutes from October 10, 2014

Attendees: Jan Brott, Seneca Holland, David Smith, Nicholas McMillan, Stephen Rodriguez, Leslie Mills, Heather DeGrande, Dean Mary Jane Hamilton, Margaret Barnett, Patrick Larkin

1) Approve ITDEC minutes from September 12, 2014
   a. Seneca moved to approve minutes with correction
      i. Margaret Barnett: Please change agenda item 3→j→ii. Follow up with Ed Evans or Margaret Barnett to ii. Follow up with Ed Evans or Ben Soto
   b. Dave seconded
   c. Motion passed

2) Solidify member terms
   a. Need to complete list for preferred term length
      i. Filled in term lengths for those who were present
      ii. Will follow-up via email for those not present
   b. All vacancies are being pursued

3) Design an outline for reports
   a. Possible topics: online programs, barriers to growing online, class designations, etc.
      i. Report to include the below items:
         1. Barriers in encouraging growth in online programs
            a. Include strategies for combating barriers so that it’s constructive; Specific concrete recommendations
         2. Retention
3. Other issues in the online environment
   a. Include solutions or potential solutions for combating issues
4. Class designations
   a. Seneca Holland suggested the use of a table for this portion of the report
5. Continuity of Learning (COL)
   a. Provide a percentage of courses recorded
6. Online program breakdown
7. New initiatives and challenges
   b. Designate first two entities to report at November meeting
      i. Was decided that only one entity would report at November meeting – Denise Hyde, Library
   c. Follow-up
      i. Could reports be passed on?
4) Other
   a. Stephen Rodriguez – COE
      i. A big dilemma is growing enrollment in COE online degree programs, especially after the break with Academic Partnerships (AP)
         1. Any ideas for recruitment are appreciated
         2. Also, it would be helpful to hear from the Provost, marketing department, Deans, and others who are doing well (CONHS, COB) about possibilities for recruitment
ii. COE is dealing with trying to fulfill AP guarantees students were given regarding obtaining their online degree, for example, completing their degree by a certain time, class offerings, etc.

iii. Retention – Stephen expressed a real concern regarding working through the barriers that online students experience
   1. Not experiencing that community of education

iv. Question: Is it possible to provide a discount to students obtaining a fully online degree?
   1. Stephen stated that this issue has been brought to the Provost’s attention with no change; Seems counterintuitive that online students pay more
   2. Perhaps exempt some fees?
      a. Dean Hamilton expressed that at one point, students could request a fee reimbursement from the Bursar’s Office—Not sure if that is still in effect

v. Distance Education (DE) fees generated
   1. There was consensus that transparency is needed regarding distribution of DE fees

b. Seneca Holland – CSE
   i. Policy for WebEx usage would be helpful

c. Dean Hamilton – CONHS
   i. Softchalk funding
1. Because CONHS provided some funding for the Softchalk pilot, is the expectation that CONHS continue funding Softchalk?

2. Dr. Cifuentes is working on obtaining the Softchalk license

d. Other

i. Would like to see a report from IT reporting downtime

1. How is downtime affecting us?

2. What’s happening to make Bb/network/etc. go down?
   a. Margaret already looking into this

3. What are the Bb contractual implications?

4. Also, include WebEx
   a. Percentage of free space on server
   b. Who are the biggest users?

ii. As Examity will be available campus-wide, Spring 2015 semester, there are some questions

1. Will there be a free tier?

2. Have we done price comparisons to Respondus Monitor?

3. What is the cost associated with exams?

4. Who pays the fees for the exam?

5. Are there any financial aid issues?

6. Would we be violating a rule/law by requiring students pay per exam?
   a. Dean Hamilton – Not if costs are stated in the syllabus and announced up-front
7. Would professor still have option of allowing student to go to a proctored site?

8. Are we going to guarantee consistent Wi-Fi access on campus?

iii. Freshmen living on campus

1. Wi-Fi inconsistent

iv. Not a lot of access to low-cost software for students