

Distance Education and Educational Technology Committee

Meeting Summary

Tuesday, September 5, 12:30 p.m. to 1:30 p.m., Center for Academic Excellence (18-206)

Members Present: Tania Beliz, Joe Mangan, Rosemary Nurre, Anniqua Rana, Erica Reynolds, Steven Lehigh

Guests Present: Ron Andrade, Sandra Comerford, Lena Feinman, Charlene Frontiera, David Locke

Action on Appoint Note-Taker: Anniqua Rana volunteered.

Action on Agenda: Approved meeting agenda. Rosemary Nurre suggested items for the next meeting.

Action on Meeting Summary: Approved previous meeting summary.

Issues Discussed:

- I. Select Faculty Co-Chair for DEETC
 - A. Erica explained that the committee is looking for a faculty co-chair for the Fall 2017 semester. A DE Coordinator position should be posted soon and this individual would serve as the faculty co-chair for Spring 2018. Joe Mangan volunteered to serve as faculty co-chair for Fall 2017.
- II. Discussion Around Proctoring Requirements for Online Courses
 - A. Lengthy discussion around need for proctoring services. Review options. Ron provided overview of network and Proctorio- costly if blanket coverage. Need to customize based on faculty needs.
 - B. RECOMMENDATION: create guideline/expectation to include in schedule/catalogue and web site for consistency. Remind faculty about options in training. In addition, provide guidelines for students.
 - C. Need to finalize this document:
https://docs.google.com/document/d/13ssX5YB3hC7Z0A-wrq7B90eD7Gs3FqjYC_UdwVX8nd0/edit?usp=sharing
- III. Agenda Items for Next Meeting
 - A. Follow-up on Online Proctoring Discussion
 - i. Finalize language for class schedule and syllabus:
https://docs.google.com/document/d/13ssX5YB3hC7Z0A-wrq7B90eD7Gs3FqjYC_UdwVX8nd0/edit?usp=sharing
 - B. Evaluator Role
 - i. Review Account Permissions for Evaluator
 - ii. Review Guidance on Faculty Evaluations on Canvas
 - iii. Discuss how student evaluations will continue to be arranged by the Division Assistant
 - C. Review DE Plan 2017 -2020
 - D. Tradepal App

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Next Meeting: October 3rd, 12:30 p.m. - 1:30 p.m.

Summary Prepared by: Anniqua Rana 09-05-17