Minutes - Distance Learning Committee
March 1, 2021, 3:00 pm, Virtual Meeting via Microsoft Teams

Present: Cole, Evaniuck, Koepp, Nelson, Roark, Shaughnessy, Shuler, Zhang

Not Present: Birkey, Bratcher, Campbell, Montgomery
_____

Call to Order, Welcome (Koepp)

Approval of Meeting Minutes (Approved)
- Meeting for February 1, 2021

Old Business
- Update on proctoring pilot (Roark)
- o The pilot is finishing up. Some technical issues arose due to the number of exams exceeded with one company. The challenge was addressed through the vender. One remaining faculty member will complete the pilot this week. The survey will go out this week.
- o Roark shared some early difficulties with implementation of a new pilot alongside a new LMS and noted the issues were resolved.

- Update on spring subcommittee assignments & meeting schedules
- o Roark updated that both subcommittees are complete, and the initial meetings are scheduled (see below). Roark provided some general consideration guidance to the subcommittees regarding some potential directions for the Student subcommittee regarding the difficulty of existing students to new to Canvas as well as new students to ENMU and the varying needs of different student groups.
- o Roark provided some general thoughts for the Faculty subcommittee regarding unique programmatic considerations by department, program, and course.

New Business
- Review and discuss recommended changes to online course standards.
- o Roark provided a context for the recommended changes
    - New Mexico State Authorization Network collaborated to clarify definitions from the Federal Department of Education
    - Serious consequences for getting this wrong since they are Federal guidelines
    - Faculty will interact with students "regularly" and "substantively"
        - Department of Education clarified both of these terms
            - o New definitions are more precise. Regular is predictable and scheduled. Substantive involves student feedback, answering student questions, group discussion, direct instruction, and other.

- Roark demonstrated how the proposed changes to the online course standards integrate new DoE clarifications while harmonizing verbiage.
- Discussion ensued around the term "Outcome-based" and the applicability to our institutional context; the group agreed with removal of the term.
- Discussion ensued around what "other" entails.
- Some detail connected to feedback was discussed with more precise terminology provided as well as identifying the importance of "individualized" feedback in place of "personalized"
- Evaniuck raised a question about a redundancy connected with two overlapping bullet points dealing with "timeframes" and "due dates." This was addressed by combining two bullet points into one.
- Shaughnessy raised the concern with the narrowness of "measurable". Some clarification ("assessable or evaluative" was added to expand the term to be more inclusive. In addition, "goals and" was added to objectives. The changes were added to expand design approaches to facilitate variances in subject areas and approaches toward fulfillment of the standards.
- Shuler recommended changing Blackboard to LMS
- Roark summarized the entirety of the proposed changes.
- Koepp made a motion to approve the changes right now before sending the changed forward to Dr. Laurenz, Dean's council, and Faculty Senate.

- Vote on recommended changes to online course standards (to send to Dr. Laurenz, Dean's Council, & Faculty Senate for approval) (**Approved**)

Any New Business As May Arise
- Shaughnessy shared the 2 pm Wednesday (3/3) meeting time for Student Canvas Orientation subcommittee
- Roark shared the 4 pm Thursday (3/4) meeting time for the Faculty Canvas Orientation subcommittee

Adjourn 3:58

Minutes approved 4/5/21