

## **Minutes - Distance Learning Committee**

February 1, 2021, 3:00 pm, Virtual Meeting via Microsoft Teams

Present: Birkey, Bratcher, Campbell, Cole, Evaniuck, Koeppe, Montgomery, Nelson, Roark, Shuler, Zhang

Not Present: Shaughnessy

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### **Call to Order, Welcome (Roark)**

### **Approval of Meeting Minutes (Approved)**

### **Old Business**

- Proctoring Software test:
  - Roark indicated that both selected pilot proctoring software tools are integrated into the LMS. We have two in one group and three in the other. Next week he will send out a survey regarding any issues they have experienced (Likes, dislikes, etc.) Distance Learning should have some results to share with the committee by the next meeting.
  - The cost of the two services will also be provided at the next meeting to help make an informed recommendation.
  
- Online Course Standards verbiage update
  - Roark indicated he had a verbal conversation with Dr. Laurenz regarding verbiage changes. The verbiage changes remain an item to submit in writing to Dr. Laurenz.
  - The U.S. Department of Education (DOE) has issued updated definitions for regular and substantive interaction in distance education. The New Mexico State Authorization Network (NM-SAN) will be meeting to present on the verbiage changes. Roark discussed how verbiage changes to the Online Course Standards are necessary considering the DOE definitional clarifications, namely, connected to regular and substantive interactions.
    - If not complied with, these updated definitions could potentially impact accreditation, distance education classification, program quality, and lead to problems with Title IV eligibility. Therefore, the Online Course Standards should be revisited due to the new definitions.
    - The next steps will be to meet with Campbell and address the verbiage change within the Online Course Standards, bring the Distance Learning Committee changes, and then on to Dr. Laurenz upon committee approval.
    - Roark addressed Bratcher's inquiry regarding the role of the state authorization network. Roark indicated that ultimately, such changes aim to enhance program quality and retention and to protect institutions from punitive accreditation and Title IV concerns.
    - Birkey indicated a checklist would be beneficial for faculty.

## **New Business**

- Committee projects for the Spring semester
  - Recommend topics for a mandatory faculty and adjunct Distance Learning orientation prior to the first semester of teaching.
    - Campbell identified the challenge of building a program that is seen as valuable. In addition, what kind of accountability mechanisms will be in place.
    - Roark cautioned against enforcement verbiage and indicated these are all items that can be discussed in subcommittees.
  - Recommend topics for an online orientation for students with the LMS, possibly integrated within Freshman Seminar. Some discussion on the feasibility and scope of this project.
    - Koeppe indicated these are good opportunities for subcommittee meetings.
    - Roark solicited other ideas and reminded the group that recommendations are simply recommendations. They can be ambitious and adjusted accordingly.
    - Koeppe recommended that we could utilize subcommittees for the two projects noted.
    - Roark encouraged the group to consider joining the subcommittee which fits best and that he would send out a brief survey or signup list for the group to self-select their subcommittee.
- Committee meeting schedule
  - Koeppe inquired about the plausibility of the 3 pm Monday time. The group was agreeable.
  - March 1 is the next meeting scheduled.

## **Any New Business As May Arise**

- As an FYI, Roark reminded the committee that Deans and Chairs would have the ability to access courses. Some circumstances warrant a need for access. This issue was raised as a concern with the Faculty Senate.
- Roark will be meeting with Deans and Chairs to discuss the proper use of access.

**Adjourned 3:52 pm**

*Minutes approved 3/1/2021*