

**Minutes - Distance Learning Committee**  
October 13, 2020, 4:00 p.m., Virtual Meeting

Present: Birkey, Bratcher, Campbell, Cole, Evaniuck, Koepp, Montgomery, Nelson, Shaughnessy, Shuler, Zhang

Absent: Roark

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**Call to Order, Welcome (Koepp)**

**Old Business**

**Sub Committee Updates**

Tracie Campbell provided a subcommittee briefing regarding the best practices Instructional Engagement subcommittee

Mike Shaughnessy provided a proctoring subcommittee briefing regarding online options for proctoring options. He indicated that he has been in contact with various vendors of online proctoring service

Roy Koepp encouraged the subcommittees to upload files into the file folders on Microsoft Teams.

Adrienne Bratcher discussed that the products were narrowed down to four products within the subcommittee meeting (Proctorio, ProctorU, Smarter Proctoring, Caveon Scorpion). The plan is for the subcommittee to move forward with the review of the four if the large committee is fine with moving forward. The goal is to select two to trial out next Spring.

**New Business**

Mr. Cole suggested recording the vendor presentations to allow for flexibility within everyone's schedules. The proctoring subcommittee agreed to provide recorded sessions for the whole group.

Roy Koepp recommended the online engagement subcommittee reconvene in two weeks.

**The next meeting is Tuesday November 10<sup>th</sup> at 4:00.**

**Adjourned 4:15pm**

*Minutes approved 12/8/2020.*