Distance Education Committee
Meeting Minutes
Tuesday, Sept. 28, 2016
Mishra Room – 3pm-4pm

Present: Robin Hahn, Hanh Deng, Jovita Valdez, Shashi Naidu, Elaine Kafle, Lena Tran, Heather Ott, Sravani Banerjee, J. David Eisenberg

Call to order: Robin Hahn

I. Welcome and Introductions

II. Public comments / announcement—No comments made

III. Approval of the minutes—Approval by email

IV. Proctorio

Committee watched demo of Proctorio: https://proctorio.docsend.com/view/qbz5mne. Proctorio is an online proctored exam software. This will allow students to take tests from home (provided they have computer, internet access and a webcam) rather than coming to campus for a proctored test. The software verifies identification and records students as they take the test. Instructor have the ability to set the level of test restrictions. Proctorio highlights areas of cheating concerns in the recordings for instructors in order to save time for the instructor.

Pricing for Evergreen would be $10.20 per student. This is based on total enrollment, not FTE.

Elaine Kafle questioned whether we should also keep proctored exams on campus in case students need a quiet venue to take a test.

Robin Hahn suggested we have a computer lab on campus with webcams for students to take online tests.

Heather Ott will follow up with William Nguyen about cost and trial.

V. NetTutor is being tested by William and some of his tutors

This is an online tutoring software. This would be an alternative to the online tutoring that the tutoring center is currently offering. Dean Lean Tran will ask William to stop by at our next meeting to share his experience with the trial.

VI. DE Plan shared with EVC Senate and now will be in the action item for next senate meeting on October 4th to approve DE Plan

Robin Hahn and Sravani Banerjee stated that academic senate commented on the thoroughness of the DE plan and thought that it looked like a program review.

VII. Change in DE class scheduling responsibility
Dean Tran stated that the process of scheduling orientations for DE classes was inefficient. She suggested that faculty schedule their orientations when they submit the schedule for their classes.

Hahn Deng stated that the due date for this is often unclear for faculty in certain divisions.

VIII. Accreditation team to observe online courses

Accreditation team has been given guest observer access this week. They will not be able to see any work from the students unless it is publicly submitted to the class, like a post in a discussion forum.

The team will be at the district on Monday and on EVC campus Tuesday. No specific schedule has been set yet. They will occupy room LE 224 and make use of the Mishra room. Thus, DE committee cannot use the Mishra room for the next meeting. Because of this the meeting may be cancelled. Dean Tran will notify the committee of the new location or if the meeting is cancelled.

IX. Distance Education Learning Ed Plan

Dean Tran was impressed with the commitment of the committee and proud of the work that has been accomplished.

One week left to complete DE plan. Request for final comments to be made by next week.

X. Other—None

Meeting Adjourned at 4:03pm