



MINUTES

Distributed Learning Council (DLC)
Wednesday, February 16, 2011

Members Present: Kathy Austin, Matt Baker, Hansel Burley, James Bush, Cliff Fedler, Mary Fehr, Sarah Foley, Karissa Greathouse, Melanie Hart, Sherry Herzog, Patrick Hughes, John Kobza, Julie Martenson, Michele Moskos, Valerie Paton, Jean Scott, Kimberly Vardeman, and Kent Wilkinson

Members Excused: Don Collier, Steven Frazee, Glenn Hill, James Hoffman, Susan Tomlinson, Melinda Mitchell, Amy Murphy, Carla Myers, Vickie Sutton, and Vicki West

Guests Present: Exa Goode, Andrea Knapp, Tara Miller on behalf of Amy Murphy, and Ian Wilkinson

The meeting was called to order by Patrick Hughes at 11:30 a.m. Hughes welcomed everyone to the DLC meeting and asked the members to introduce themselves. Hughes shared that the DLC meeting will be recorded today via MediaSite.

Action Items

1. Approval of January 19, 2011 Minutes – Patrick Hughes (Attachment #1)
Burley moved and Herzog seconded to approve the minutes as distributed. Motion Approved.

Information and Discussion Items

2. Changes in GPIDEA Program Administration-Exa Goode
Hughes introduced Goode to the meeting. Goode shared that for over a year University College (UC) has been responsible for the administration of GPIDEA and has served as the GPIDEA campus coordinator. Goode noted that the GPIDEA program in the College of Human Sciences (COHS) has been growing and COHS has requested that UC transition the GPIDEA campus coordinator role back to COHS. This transition should be completed by April 1, 2011, and will include AG*IDEA as well.
3. Senate Committee on Education Addendum on Dual Credit – Patrick Hughes (Attachment #2) Hughes noted that this is an informational item. Hughes asked the DLC members to review the 15 recommendations from The Senate Higher Education and Senate Education Committees regarding dual credit to the 82nd Legislature provided in the attachment. Hughes noted that this information should be shared with their respective colleges.
4. Proctoring Services for Distributed Learning Education Students: DLC Feedback to Pat McConnell- Patrick Hughes (Attachment #3)
Hughes shared that McConnell had previously requested feedback from DLC members on the proposed Distance Learning/Online Proctoring Guidelines and Syllabus Statement. Hughes noted that the DLC feedback (see attached) was submitted to Academic Council for review. Paton added that there are some serious concerns regarding testing for students taking online courses. Paton shared that it should be the faculty member's responsibility to proctor tests for students who are coded "LB" and hopes to see a resolution to this matter soon. Paton added that if TTU is paying faculty to teach at an off-campus site, there is an expectation from students to be tested at that site. Paton shared that course fees to cover any

associated testing costs should be easily justifiable. Hughes added that a draft of the syllabus statement was presented to Academic Council on January 18, 2011 and revised at the February 15, 2011 meeting.

Below please find the draft submitted by McConnell to the Academic Council:

This course requires proctored exams. Proctors must be approved by the Instructor. A list of college test centers that proctor exams is available at www.ncta-testing.org/cctc (click on find a participant; click on the state in which you need to find a testing location). Additional professionals eligible to proctor exams are academic counselors, librarians, military education officers or other pre-approved full-time education professionals. All proctors have a responsibility to facilitate fairness and maintain the academic integrity of the testing process. Therefore, the proctor may not have a personal relationship with the student. Any proctoring fees are the responsibility of the student and these fees will vary. However, the average range is \$20-\$40 per exam. Be aware that different test sites will have variations in deadlines and other localized policies regarding the scheduling and registering for exam appointments. Students are encouraged to make proctor arrangements early in the semester to avoid scheduling problems.

5. ⁷ Annual Innovations in Online Learning Conference-Patrick Hughes (Attachment #4)
Hughes shared that this was an information item regarding the upcoming 2011 Innovations in Online Learning Conference to be hosted by UTEP and UTSA. The conference will be held in San Antonio, Texas on May 25-27, 2011. For more information visit the conference website: www.iolconference.org.
6. New Federal Regulations on Distance Education –Patrick Hughes
Hughes shared that effective July 1, 2011 new federal regulations on state authorization of distance education will go into effect. These new federal regulations will require institutions offering distance education to students, within the state, to seek approval or licensure. Hughes added that some states will enforce fines and/or fees. University College is presently in the process of determining what states are involved for TTU students. Baker added that there is a sub-committee consisting of Baker, Hughes, Paton, Wall, and West that is working on drafting a letter of recommendation to be sent to all states. Presently, this is "on hold" as there is mass confusion with regard to the proper point of contact for each state. Baker shared that our strategy for Texas Tech will be to send a letter of justification to each state that will simply notify them that Texas Tech may have students enrolled from their state in TTU programs and request that they notify us as to what is required for that particular state. Baker added that THECB will be reviewing these new regulations at the DEAC meeting to be held on February 28, 2011 in Austin, Texas. Paton added that Baker drafted a letter that has already been sent to the Provost for review. Paton shared that Baker is taking the lead here at Texas Tech and is ahead of other institutions in dealing with this issue. Baker noted that West ran an initial report that reflected 22 online students from other states in TTU programs. Baker shared that we hope to have contact with every state by the time these new regulations go into effect.

Baker opened the floor to the DLC members and the following questions/concerns were addressed:

Question:

- Will these new regulations include hybrid courses?

Answer:

- Paton responded that there is a higher standard if you have a physical presence in the state. However, Texas Tech does not have that much physical presence out-of-state as we have ubiquitous online delivery. Baker added that the regulations vary from state to state. The new regulations will require Texas Tech to have their programs registered in the state, whether they are online, face to face (F2F), or anything in-between. There are many policy groups reviewing these regulations at present and Baker is confident that this issue will be resolved.

7. Copyright Issues and Educational Fair Use / Online PGP Course Roll-Out – Maty Fehr (Attachment #5)

Fehr shared that faculty who teach online courses are required to sign a Principles of Good Practice Certification form for online courses. This form is approved at various levels and provides vital information with regard to the number of faculty teaching online courses. Fehr added that in the past there has not been any online training for Principles of Good Practice (PGP); however her group has been charged with developing online training. Fehr added that the PGP training will be a 30 minute BlackBoard course with three main topics to include: 1) Copyright Issues; 2) Accessibility; and 3) Intellectual Property. Once faculty pass the quiz with a minimum score of 80%, faculty will be given access to the Principles of Good Practice Certification form. Fehr noted that this course will introduce faculty to various concepts, legal restrictions, operating policies, when courses should be taken down, and accessibility information. Fehr hopes to have the course ready to be vetted by a panel of experts by the end of February.

Fehr opened the floor to the DLC members and the following comments were made:

- Herzog noted that they are trying to automate this course into the PGP approval process.
- Fehr shared that they need to determine how to report faculty completion of this course.
- Paton shared that this information has been shared at Academic Council.
- Baker noted that the copyright issue will be ongoing.

8. CMS Selection Process Update – Kathy Austin

Austin provided an update regarding Course Management System (CMS). Austin noted that the Learning Management Software (LMS) Assessment has been kicked-off with 123 faculty members, and 87 appear to be active participants. Austin shared that there are three committees/groups that will be working on requirements; 1) a functional committee led by Brenda Swinford, 2) a technical group led by Jeff Barrington, and 3) a small assessment group led by Kathy Austin. At present, each of the committees/groups are working on creating product requirements. Austin reminded the DLC members that anyone involved with BlackBoard, the TLTC staff, the IT staff, etc. will be active participants in the assessment, but will not vote on a final product recommendation. The assessment, and associated recommendation to the TTU CIO, should be driven by faculty, students, and support staff in the TTU Community. Austin shared that this is the fourth time that TTU has conducted an LMS assessment in order to ensure that faculty are provided with technology tools sufficient for their instructional needs and pedagogical requirements.

Austin opened the floor to the DLC members and the following questions/concerns were addressed:

Question:

- What are the "lead" product choices at this time?

Answer:

- Austin responded that there are two categories of products: vendor-provided and open source. The lead vendor-provided solutions are BlackBoard 9 (not the current TTU version), Desire to Learn, and eCollege. In the open source category, the group is evaluating SAKAI and Moodle.

Austin closed by saying that she will report back findings and recommendations to the DLC members. If you have any further questions or concerns, contact Austin at kathy.austin@ttu.edu or call 742-5156.

9. 2009 Distance Learning Communication Survey and Longitudinal Analysis-Valerie Paton (Attachment #6)

Paton directed the DLC members' attention to the attachment. Paton shared that this online survey has been conducted annually since Fall, 2005. This survey was conducted in order to gather data about; 1) the demographic characteristics of Texas Tech students who enrolled in a Fall 2009 course section that was 50% or more electronically delivered, 2) students' educational history, 3) students' satisfaction with the program including referred interaction tools, and 4) students' sense of community and satisfaction

with online course communications and collaboration. Paton added that Dr. William Lan has developed a self regulation scale, which was modified to include demographics, the educational history, and a communication component. Paton shared that a summative report, post SACS, will be forthcoming by the end of the summer. Paton noted that the annual survey findings have been remarkably consistent. Paton directed everyone's attention to page 7 of the report regarding demographic characteristics. The geographical scope of our learners has drastically changed over the last five years. Paton encouraged the DLC members to review their majors, see what they reflect, and use this information and data in their annual assessment report. Paton then reviewed comments from students on pages 28 and 29 of the report. Paton noted that if you are a qualitative researcher, that this is primarily a qualitative study on the different types of students and how they are interacting with the program and the media. Paton added that the Office of Planning and Assessment encourages faculty to get an IRB and request use of any of the variables in this report. Paton hopes to see a couple of book chapters as a result of this online self regulation study. Paton shared that it is important to note that an online learning philosophy "sounds" like this: "Based on self regulation, lower division students should be exposed to course redesign-hybrid - curriculum. However, we don't need to do a lot of lower division work, in part, because we cannot compete with the virtual community colleges in terms of pricing structure. Upper division students, who have higher levels of self regulation, are an increasing target population because they can do more synchronous work. Graduate students are the target population because they have the highest level of self regulation with online environments and because of TTU's mission to reach all of the geographical populations, whether it's rural or not." In closing, Paton shared regarding the importance of fostering interaction and the directive of the President to promote more online graduate enrollment and programs. Paton encouraged the DLC members to visit their website at <http://www.depts.ttu.edu/opal>.

10. Funding Modifications for Out-Of-State. Nonresident Doctoral Students – Valerie Paton
(Attachment #7)

Paton directed the DLC members to the attachment regarding graduate tuition rates for Fall2010 and Spring 2011 for non-resident students. Paton shared that as TTU prepares for RCM, it is important to close the gap on some outlying fiscal behaviors. Paton noted that Sara Warner is finalizing a new operating policy for executive education entitled "Formula-eligible Executive Education Programs" OP 36.02 which will be processed for final approval soon. Paton also shared that a policy for distance education students is being crafted for THECB to charge the equivalent of formula funding or non-resident tuition, whichever is higher. Paton noted that over time, non-resident tuition went up and was higher than formula. Therefore, the state is requesting that when formula is established, it is important to not charge less for out-of-state students. Paton added that Nikki Price developed the attached chart for out-of-state, non-resident students. Paton shared that the colleges' fees will be in addition to these fees, which will be the differential between Price's chart and formula. Paton noted that this chart should be taken back to respective colleges and used as a baseline. If you have any questions, Paton asked that you contact her at valerie.paton@ttu.edu or by calling the Provost Office at 742-2184.

11. March 2011 DLC Meeting-Patrick Hughes

Hughes reminded the DLC members that the March DLC meeting has been cancelled due to Spring Break. The next DLC meeting will be held April 20, 2011. Baker shared that Dr. Rob Robinson will be presenting at the April DLC meeting regarding state-of-the-state in distributed learning. Robinson is chair and long-time member of THECB's Distance Education Advisory Committee (DEAC).

There being no further business to come before the DLC members, the meeting was adjourned at 12:50 p.m.