



TEXAS TECH UNIVERSITY  
Office of the Provost

## Office of Online Compliance & Regulation™

# Minutes

### **Distributed Learning Council (DLC)**

*January 17, 2014*

**Members Present:** Dr. Peggy Miller, Nancy Slagle, Kimberly Vardeman, Glenn Hill, Robin Lock, Vickie Sutton, Kari Dickson for Rial Rolfe, Kent Wilkinson, Clifford Fedler, Karissa Greathouse, Jean Scott, Catherine Parsonneault, Pat McConnel, Melanie Hart, Justin Louder (chair), Deborah Banker(via Lync), and Lewis Snell(via Lync)

**Members Excused:** Kathy Austin, Matt Baker, Gary Elbow, Cathy Duran, Fernando Valle, Robert Gonzalez, Patrick Hughes, Julie Martenson, Kate St Clair, Suzanne Tapp, Vicki West,

**Guests Present:** Melissa Morrow, Dianne T. Reyes, Dr. Lynn Huffman

- I. The meeting was called to order at 12:33 p.m. and Dr. Louder welcomed all DLC members.
- II. Dr. Peggy Miller introduced Dr. Melanie Hart as the new Vice Provost for Extended and Distance Education TTU. Dr. Louder asked Lewis Snell, Director of TTU Waco, to introduce himself.
- III. A motion to accept the minutes was made by Glenn Hill and seconded by Dr. Clifford Fedler. Vote was taken and minutes approved.
- IV. Program Review
  - A) Master's in Education in Curriculum and Instruction
    1. Dr. Robin Lock explained that the degree would consist of a 36 hour online degree, some hybrid, 3 research hours and 3 hours in college foundation.

2. Dr. Louder injected that a PHD in C&I in the College of Education had already been approved we were just going back and approving the master's.
3. Dr. Catherine Parsonneault asked if the proposed online degree was the exact same degree as the one that was already authorized or did the online degree change some of the requirements. Dr. Lock replied that it is the same degree we are just adding the online option.
4. With that being said, Dr. Parsonneault suggested when the proposal goes to the Coordinating Board that it would be critical that we indicate that the only change was the delivery method.
5. Dr. Louder asked if all classes were ready to be put online and were there enough faculty to teach.
6. Dr. Lock replied by saying that all but two were already to go online. Those two would be ready Fall 2015. There is enough faculty to teach and not a concern.
7. A motion was made to approve by Mr. Hill and seconded by Dr. Fedler. College members are the only ones allowed to vote on degrees and therefore they were asked to vote. In favor were asked to vote "aye" and then any "nays." The Masters in Education & C&I was approved it will now go on to the Graduate Council.

B) Masters of Science in Early Childhood (non-certification)

1. Dr. Lynn Huffman presented an overview of the program developed by the Great Plains IDEA. It is the first undergraduate for them, a non-teaching degree which might morph into a teaching program later. It was prepared for military personnel and their families to work with children in daycare centers and other sorts of areas. All the courses are in place but TTU would only be teaching one for the course.
2. Dr. Huffman asked Dr. Jean Scott to give more detail about the program. She said that it was unique in that undergraduate degrees targeted to military families, i.e., active military with spouses who have multiple transcripts, will allow them to

complete a degree in early childhood. They could do their practicum at the military base childcare. A Practicum Coordinator has been hired to get it up and going. We have committed to offer one course in the fall.

3. Dr. Parsonault mentioned that there was a law passed in 1989 by the 71<sup>st</sup> Texas Legislature that states that "no undergraduate degree may be offered in Education in Texas". She also wanted to know if it had been run past TEA and the Coordinating Board so that we do not violate Texas Law. Due to this law only existing in Texas the Great Plains IDEA might not be aware of the law.
4. Dr. Parsonault also mentioned that SACSCOC requires 25% of course work for undergraduate degree must be provided by the institution awarding the degree.
5. Dr. Huffman replied that the student enrolled will be taking a TTU course; it might just have a non TTU teacher.
6. Dr. Parsonault would like to have a conference call with Tech's Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Vice President to check about being in compliance with standards regarding us borrowing a faculty from another university to teach a TTU class.
7. Dr. Parsonault pointed out that when you request the degree through the Coordinating Board you are going to have to determine a cip code for it because we cannot use cip 13 Education. She said we just want to be careful to not cast the University into any questionable light.
8. The question was asked: if we made a motion, how could the vote be cast due to the university needing to check with SACS and the Coordinating Board for validation and clarification?
9. Dr. Louder stated that a motion could be made to approve the degree with a change in the title provided further review with Dr. Parsonault, the Coordinating Board, and SACS rules it is okay so that it would not have to come back to this body. Therefore this wording will be adding to the vote:

*Conditional approval based on clarification with the SACSCOC and the THECB regarding Tech's ability to award this proposed degree, and when those are sorted out, that an agreed proposal can be sent to the Academic Council without it having to come back to this group.*

10. Also, clarification was requested regarding what the DLC Committee approves. Dr. Louder informed the committee that the DLC Committee approves all hybrid degrees, online degrees, and degrees at regional sites. It was also noted that the Academic Council is the level that is checked for SACS and Coordinating Boards approvals.

11. A motion was made by Mr. Hill and seconded by Dr. Fedler to accept pending changes going forward to Academic Council. College representatives were asked to vote with the raising of hands. The Bachelors of Science in Early Childhood stands approved and to go to Academic Council once THECB and SACSCOC concerns are worked out.

## V. Discussion Items

### A. State Authorization

1. Dr. Louder informed the committee that the University now has state authorization in 41 states. There are applications pending in 5 states and the remaining 5 are very difficult to gain authorization in or very costly. One of the states is Minnesota which will require a fee of around \$50,000 to pursue. Oregon and Alabama are two other states that are difficult to attain authorization.
2. Dr. Hart and Dr. Louder will further discuss the difficulties with the provost.

### B. Proctoring

1. We have more and more faculty requiring students to take a proctored exam, which forces our state authorization to go into further review and scrutiny and may negatively impact our authorization.

2. Dr. Louder asked that each college representative to go back to their college and inquire about which online programs are requiring proctoring so that we can compare with state authorization then go back to state and let them know we are doing face-to-face with distance students.

C. Principles of Good Practice for Online Learning

1. Faculty who do not certify their online classes will get an email February 3<sup>rd</sup> followed by another one a week later.
2. If they have not complied, it will be taken to their dean.

D. Advisor Issues: At our next meeting we will discuss advisors transferring students to us for information regarding registering for online classes.

E. Melissa will be working on a website with general information for online students once we transition all the distance websites.

F. Travel Opportunity

1. Dr. Louder mentioned that his office has funds for faculty to attend the Distance Teaching & Learning Conference in Madison, WI.
2. It might not pay all of it but can defer some of the cost. Contact Dr. Louder if interested.

G. Open Discussion

1. Our department has a GA position opening, if anyone knows of graduate student looking for a position. The duties will consist of doing data analysis, looking at our programs/courses to see how many courses are available for online course, and interest in online policy.

VI. Adjourned 1:34 p.m.