

Minutes for the Distance Learning Committee
Tuesday, April 21, 2009
2:30 PM
Warwick Room 4104
Other campuses by video conference

Dan Donovan:

Note 1: Out of state students (RI residents) are unable to register online for summer courses. The summer application for enrollment must be completed using paper and pencil.

This is not a problem for the fall 2009 since the fall application can be made online.

Deb Aiken will follow up on this with this.

Note 2: Upgrade to Banner # 8 is due Fall 2009.

Maureen McGarry (Best Practices Subcommittee):

- The committee has met twice since the last DL meeting
- Jo-Anne, Karen, and others have looked at materials written by the previous DL Committee rather than reinventing the wheel.
 - Benchmarks for Success (April 2000) mentions topics still relevant
 - Institutional support
 - Student support
 - Faculty support
 - Assessment
 - Etc.
 - Best Practices (submitted 2004)
 - New subcommittee has added to these best practices
 - Proper identification of DL course throughout all documents advertising the courses for all semesters
 - Cathy Tessier has made great improvements to the fall bulletin and more improvements are anticipated when Amanda returns from leave.
 - Bulletin should tell students to check their e-mail on how to get started in their online course.
 - Generic multi-media links should be made available for all WebCT features.
 - Cluster courses with similar needs.
 - Include advising staff so that they can understand and better advise students regarding online courses
 - Link with library service.
- Syllabus links should be sent to Dan Donovan so he can put them on the DL page.
 - Web pages are easy to create since they come loaded with a template when you request one.

Proctoring Center Concept

- **Part 1:** Creation of a proctoring center where students can take online or written tests.
 - Bob Cipolla thinks this project will work as long as specific time periods are reserved for online testing.
 - The nursing department (Susan S.) does not see a problem with having student go to testing center(s). As the availability of electronic classrooms become scarcer, it will become more difficult for them to arrange to get all students in the same room at the same time.
 - Instructors were still in preferred the idea of blocking out time for students and faculty to meet face-to-face as a means of putting faces with the students with whom they have been dialoguing.
 - Policies will be need.
- **Part 2:** Students can take tests at other schools with a testing center.
 - Real security is built into these environments
 - The student is usually charged about \$25 by the testing institution
- **Proctoring Center Committee:** (To meet the week after final exams)
 - Dan Donovan
 - Susan Sienkiewiicz
 - Beverly Pepe
 - Cathy Tessier
 - Mary Adele Combs or Linda Richards
 - Bob Cipolla
 - Lisa Mallozzi (Advising and Counseling)

For fall 2009, blended certificate programs should begin being marketed as such.

- 18 credits – no need to go to Board of Governors but
- At least 16 credits needed for financial aid to apply

Stimulus money is available if we do cooperative work with all 3 state colleges.

- Online tutoring
- The Gen-Ed core could be coordinated with the 3 colleges
 - These courses tend to fill fast because they are needed by everyone.

Mary Adele Combs: (on the acquisition of BlackBoard 9)

- IT has met with the regional sales manager and his engineer to try to determine what features will come with the basic package of Bb9 and to see if a single log on will be possible.
- WebCT test server was completely rebuilt by Anthony
 - It will become our production server if all goes well
- IT is trying to find out how to transport existing courses to Bb9
- In 1 month (or less) people will be invited to test a “sandbox” version of Bb9 that will be running on our server.
- Faculty training will take place in August
- Pilots will run in the Fall 2009
- 1 year from September, everything will be in Bb9