

CCRI Governance Appendix II



**Distance Learning Advisory Committee  
Minutes**

<b>Date of Agenda Posting:</b>	
<b>Meeting Date:</b>	December 7, 2017
<b>Meeting Start Time:</b>	1:00 pm
<b>Meeting Actual Start Time:</b>	1:04 pm
<b>Meeting Location:</b>	Via Zoom
<b>Meeting Secretary :</b>	JoAnn Warren

**Member Attendance**

<b>Committee Member Name</b>	<b>Title</b>	<b>Present</b>	<b>Notes</b>
Beth Anish	AHSS Faculty, English		
Anthony Basilico	BS&T Faculty, Computer Studies	Y	
Kathleen Beauchene	AHSS Faculty, English	Y	
Karen Bellnier	Director of Instructional Design	Y	
Margaret Burke	BS&T Faculty, Computer Studies	Y	
John Cole	Academic Dean		
MaryAdele Combe	IT – Instructional Support	Y	
Pamela Christman	Director of IT User Support	Y	
Helen Ducharme	Disability Services		
Jim Glickman	AHSS Faculty, English		
Cindy Hansen	BS&T Faculty, Biology	Y	
Jennifer Hurrell	HARS Faculty, Rehab Health		
Francine Luizzi-Bench	HARS Faculty, Dental		
Lori Martone-Roberts	HARS Faculty, Nursing		
Doug Flor	Assessment Director	Y	
Bill Pellicio	AHSS Faculty, Human Services		
Sandra Luzzi Sneesby, Chair	DL Coordinator	Y	
Janice Schmitz	FT Faculty At Large	Y	
Jude Tomasino	Enrollment Services	Y	
Marla Wallace	Library Faculty		
Scott Warila	Faculty At-Large, Biology	Y	
JoAnn Warren	BS&T Faculty, Business	Y	

CCRI Governance Appendix II

Guests in Attendance			

Approved 2.23.18

CCRI Governance Appendix II

**Agenda**

<b>Agenda Item 1</b>	<b>Notes on Discussion</b>
Approval of 10/24/17 minutes.	<p>L Martone-Roberts was added to the attendance. She was inadvertently marked “not present”</p> <p>T Basilico motion to approve. Seconded by P Christman. – 11 Approve; 2 abstentions</p>
<b>Agenda Item 2</b>	<b>Notes on Discussion</b>
DL Coordinator	<p>S Sneesby announced that she will be stepping down as DL Coordinator at the end of the fall semester. M Burke was recognized as former DL Coordinator and both received accolades for their leadership. A new Coordinator will be determined by the VP Academic Affairs. Sandy may stay on via union seat.</p>
<b>Agenda Item 3</b>	<b>Notes on Discussion</b>
Publisher Integration	<p>Several inquiries from faculty and publishers have been received regarding the integration of publisher sites and blackboard.</p> <p>P Christman indicated that an analysis is necessary to determine if CCRI can support the integration. Each potential integration must be vetted against some standard and CCRI support required. One concern relates to the integration of the gradebook.</p> <p>D Flor suggested that the “Courseware in Context” website outlines standards for not only LMS but software as well. As Assessment Director he is concerned about integrating data with banner at the individual student level.</p> <p>P Christman and several DLAC members are members of the AAC which is involved in making software recommendations. A discussion ensued as to the two committees working together to assess potential software needs and adoption. P Christman plans to address software impact and need at the next AAC meeting and will forward recommendations of the AAC to the DLAC.</p> <p>Publisher Integration will be addressed further at the next DLAC meeting.</p>

## CCRI Governance Appendix II

<b>Agenda Item 4</b>	<b>Notes on Discussion</b>
Goals Survey – Action Item from Meeting of 10/24/17	<p>S Sneesby shared a draft of the Survey developed to assess priorities in terms of software needs and solutions. A review of the survey resulted in a discussion related to impact on DL Policy (i.e.; M. Burke suggested that proctoring software is more important if students are not required to come to campus for testing). K Bellnier echoed that priorities will change, but is hopeful that the survey results will inform budgeting activity.</p> <p>D Flor indicated that NEASC has indicated that one of the three high priority items it will assess is CCRI's activities related to ADA. Captioning software will be removed from the DL Faculty survey as it is a moot point, it must be addressed.</p> <p>It was determined that the survey as amended will be piloted with DLAC members for distribution to all faculty in February 2018.</p>
<b>Agenda Item 6</b>	<b>Notes on Discussion</b>
Ally Update – Moved to Item #5	<p>DL Faculty Mentors (S Warila, K Beauchene and S Sneesby) have been piloting the Ally Tool (to assist with compliance with standards under Title IX)</p> <p>P Christman and K Bellnier are working within both the academic and technology arenas to develop a training program to be launched in February, using an "invited list". If interested in participating members were encouraged to contact K Bellnier. M Burke, A Basilico, C Hansen and J Schmitz indicated an interest in participating.</p>
<b>Agenda Item 5</b>	<b>Notes on Discussion</b>
DL Policy	<p>K Bellnier expressed the need to revisit and revise the current DL Policy document offering that the format for CCRI policies has changed (procedural matters to be addressed in separate document) and updates are required related to widely accepted standards.</p> <p>Karen stated that the draft was a work in progress and she wants suggestions and help on the document changes.</p>

## CCRI Governance Appendix II

	<p>Discussion was mainly limited to one section of the draft:</p> <p>Definitions and Terminology: A clearer delineation must be made between “Online” and “Hybrid” courses. Conversations with the advising staff (student concern for on-campus requirements) and the launch of the General Business DL program are two major influences impacting the current definitions. The impact on enrollment was discussed and several concerns were raised about the low enrollment in courses identified as “Hybrid”.</p> <p>Several faculty objected to taking out mandatory meetings from “online” course definition. Suggestions for another category to address.</p> <p>Various solutions were offered to address the student concern about on-campus requirements in “online” courses (advising, syllabi, proctoring, earlier faculty assignments). The consensus was that a mechanism needs to be developed to address student concerns. K. Beauchene relayed that there used to be a way to upload syllabi to the registration course listing. Is there a way to restore this feature?</p> <p>M Burke (with A Basilico support) suggested that not everyone needs to be affected by the launch of the General Business DL program. K Bellnier suggested that this launch is potentially the model to begin expansion of Online degree program offerings at CCRI.</p> <p>S. Sneesby offered that more time is needed to discuss the policy changes so the policy will be added to the next agenda. It was suggested that feedback related to circulated documents be addressed with K Bellnier via e-mail, or one-on-one.</p>
<b>Agenda Item 7</b>	<b>Notes on Discussion</b>

**Meeting Action Items**

<b>Action</b>	<b>Assigned To</b>	<b>Deadline</b>
<b>Software Impact and Solutions</b> – Document following AAC Meeting	P Christman	
<b>DL Faculty Survey</b> – Remove “Captioning” from the list; send to DLAC for review and pilot testing for campus wide distribution in February	S Sneesby All Members to participate	
<b>Ally Training</b> – DLAC members wishing to participate in Pilot training (February) to contact K Bellnier	All Members	
<b>DL Policy</b> – DLAC members to review DL Policy Documents and provide feedback to K Bellnier	All Members	See Attached Note for DLAC Members only

**Decisions Made**


**Meeting End**

<b>Meeting Schedule End:</b>	2:00 pm
<b>Meeting Actual End:</b>	2:05 pm
<b>Next Meeting Date:</b>	TBD
<b>Next Meeting Time:</b>	TBD
<b>Next Meeting Location:</b>	TBD