



Online Education Committee

MINUTES

MARCH 29, 2019

10:00 AM

IT CONFERENCE ROOM

MEETING CALLED BY	Coleen Arviso, Chair
PRESENT:	Professor Whiting, Jason Arviso, Natalie Becenti, Clyde Henderson, Jerlynn Henry, Cuyler Frank, Sharon Platero (Guest), Coleen Arviso,

Agenda Topics

1. ACTION

APPROVAL OF MINUTES

FEBRUARY 15, 2019

The Online Education Committee accepts the 02/15/19 Minutes as written:

Moved: Clyde Henderson

Seconded: Cuyler Frank

Voice Vote: All in Favor

Motion Carried: Yes

2. ACTION

APPROVAL OF AGENDA

March 29, 2019

The Online Education Committee accepts the 3/29/19 Agenda as written.

Moved: Clyde Henderson

Seconded: Cuyler Frank

Voice Vote: All in Favor

Motion Carried: Yes

3. DISCUSSION

Online Proctoring Tool Selection

A subcommittee was formed to discuss addressing establishing and launching a fully online Proctoring tool. The committee met on Friday, March 8, 2019 to demo three proctoring tools listed below. The three online Proctoring tools are to help address online student verification and academic integrity meeting HLC distance education guidelines, 9. The institution assures the integrity of its online learning offering.

1. Kryterion - <https://www.kryteriononline.com/>: Friday, March 8, 2019 at 9:00 am to 10:30 am in IT Conference Room
2. ProctorU - <https://www.proctoru.com> : Friday March 8th at 12:30 am to 1:15 pm in IT Conference Room
3. Proctorio - <https://proctorio.com/>: Friday March 8th at 1:30 am to 2:15 pm in IT Conference Room

The sub-committee include April, Christine, Natalie, and Coleen. However, if you any members were interested in participating, they could do so. The committee selected "Proctorio" because it had all the functionality needed to help address our internal online verification needs. In addition, they offered us a discount because we are a tribal university. Coleen Arviso is working on the paperwork.

9. The institution assures the integrity of its on-line learning offerings.1 Examples of evidence:



- a. The institution has in place effective procedures through which to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit. The institution makes clear in writing that these processes protect student privacy and notifies students at the time of registration or enrollment of any projected additional costs associated with the verification procedures. (Note: This is a federal requirement. All institutions that offer distance education programming must demonstrate compliance with this requirement.)
- b. The institution's policies on academic integrity include explicit references to on-line learning.
- c. Issues of academic integrity are discussed during the orientation for on-line students.
- d. Training for faculty members engaged in on-line learning includes consideration of issues of academic integrity, including ways to reduce cheating.

Source: http://download.hlcommission.org/C-RAC_Distance_Ed_Guidelines_7_31_2009.pdf.

4. DISCUSSION

MIS Online Program Update

A copy of the Master of Science Degree – Management Information Systems curriculum outline was shared with all committee members. Coleen shared the Graduate Curriculum committee reviewed and request a few changes and approved the program. Moving forward, the program now needs to go to the Faculty Congress for approval. Coleen send an email to Professor Whiting requesting to be placed on the next Faculty Congress agenda.

5. DISCUSSION

Online Complaint Form

Coleen shared the draft version of the online complaint. The draft and reviewed Online Complaint Form can be found at url <http://www.navajotech.edu/online-complaint-form> . Concerns were brought up regrading getting information from faculty and staff. **The Committee request that this online complaint be geared only to the students.** The concerns stems from faculty/staff confidential information being shared or kept confidential. The committee was asked to please review and share their thoughts.

6. DISCUSSION

Online Course Evaluations

Online Course Evaluation: Coleen requesting for a sub-committee to draft online course evaluations to be reviewed and used before Fall 2019. If you are interested in volunteering, please send me email to ccarviso@navajotech.edu. This is required by HLC and NC-SARA. CourseEval is used and the online course evaluations need to reflect online course needs and offerings.

7. DISCUSSION

Summer Online 2019 Course Offering

The course shells are open and ready for faculty to start adding content. Email was sent out to all faculty teaching in the summer. A list of online offering will be shared at next meeting.



8. DISCUSSION

Announcements/Other

Clyde shared information on Google Analytics and Koha. **Google Analytics** is a web **analytics** service offered by **Google** that tracks and reports website traffic, currently as a platform inside the **Google** Marketing Platform brand. Koha is an open source Integrated Library System, used world-wide by public, school and special libraries, <http://www.koha.org/>. He would like to implement these resources and integrate in our systems. Currently, the different library databased we have require students to log into each environment. However, the Information Technology department is working on implanting a **Single Sign-On** to help address some of these concerns, students having to log into variety of different online resources. The KOHA allows for customization and the access to different databases.

The single Sign-On contract is confirmed and the President sign off. The IT department will test and launch Fall 2019.

Not sure if Alex Perry has used or is using Google Analytics for our site. Need to ask him.

8. ADJORN

11:16 AM

Next Meeting: Friday, April 26, 2019 @ 10:00 am in the IT Conference Room