



Online Education Committee

MINUTES

November 16, 2018 10:00 AM

IT CONFERENCE ROOM

MEETING CALLED BY	Coleen Arviso, Chair
PRESENT:	Professor Harry Whiting, Coleen Arviso, Professor Shasha Han, Jerlynn Henry, Jason Arviso, Natalie Becenti, April Chischilly, Clyde Henderson, Professor Christine Reidhead, Richelle Henderson

Agenda Topics

1. ACTION APPROVAL OF MINUTES APRIL 26, 2018

The Online Education Committee tabled the 04/26/18 Minutes:

Moved: Professor Whiting

Seconded: Professor Chischilly

Voice Vote: All in Favor

Motion Carried: Yes

2. ACTION APPROVAL OF AGENDA November 16, 2018

The Online Education Committee accepts the 11/16/18 Agenda with the following amendments. Change item 3 to action item. Change item 6 to discussion.

Moved: Professor Whiting

Seconded: Professor Chischilly

Voice Vote: All in Favor

Motion Carried: Yes

3. DISCUSSION Online Proctoring Tool

The Committee discussed the proctoring needs and distance education requirement to ensure faculty and students have the necessary support to address students verification at a course level. A motion was put on the table to select a subcommittee to select a proctoring tool. The committee selected the sub-committee to include Natalie Becenti, April Chischilly, Christine Reidhead, and Coleen Arviso.

Moved: Professor Reidhead

Seconded: Professor Whiting

Voice Vote: All in Favor

Motion Carried: Yes

Coleen will provide information on several proctoring tools to review and select.

As specified in HLC distance education guidelines:

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.);

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

4. DISCUSSION

ONLINE PROGRAM – MIS UPDATE

Coleen will send the M/MIS program to all committee members to review. Committee members will provide feedback and recommendations.

5. DISCUSSION

E-Learning Report Spring 2018

Coleen shared e-learning report for the Spring 2018. Report can also be found on the e-learning page under "E-Learning Data Points".

6. DISCUSSION

Addressing Communication on New Programs

Communication on online learning, courses and online support resources needs to be marketed and advertised. Professor Whiting also brought up concerns about offering virtual presence courses to Bond Wilson, Chinle, Zuni, and surrounding high schools. Planning, training, and support also needs to be address to ensure the proper resources are used and supported. Polycom system is available and BlueJeans can be used. Professor Whiting needs to select the tool to be used in his two Engineering courses:

ENGR 103-HYB Introduction to Engineering Hybrid TR 9:30am-10:50am TECH 325 Mr. Whiting 3 15

ENGR 169-HYB Basic Statistics and Probability Hyrbid TR 8:00am-9:20am TECH 325 Mr. Whiting 3 15

Coleen will help work with Zuni to figure out their setup. Also, Coleen will request Mr. Loley for a student helper to support course room setup and usage. Professor Whiting reached out to Chinle site.

7. DISCUSSION

Spring 2019 Online Course Offering

Coleen created Spring 2019 courseshell and provided a list of online course offering. List can also be found at:
<http://www.navajotech.edu/academics/online-courses>

8. DISCUSSION

Announcements/Other

No announcements.

9. Adjourn

Time: 10:55 am

NEXT MEETINGS Friday, February 15, 2019 at 10:00 am to 11:30 am @ IT Conference Room

Friday, March 29, 2019 at 10:00 am to 11:30 am @ IT Conference Room

Friday, April 26, 2019 at 10:00 am to 11:30 am @ IT Conference Room

Friday, May 10, 2019 at 10:00 am to 11:30 am @ IT Conference Room