

Distance Education Committee Minutes  
November 5, 2010

The meeting was opened via IAV by John Newman, chairman of the Distance Education on November 5, 2010 at 11:00am

**Members in Attendance:** John Newman, Susanne Bentley, Jim Elithorp, Lisa Frazier, Robert Hannu, Thomas Matula, Russ Orr

**Members Absent:** Bob Byram

Motion was made by Thomas Matula to accept the minutes of the September 17 meeting, seconded by Susanne Bentley. Minutes were approved.

**Old Business:**

The faculty senate was asked to consider implementing some form of peer review program or instituting a program, such as Quality Matters, to insure online courses meet a set of standards agreeable to the mission of GBC. Lisa Frazier has presented a scoring rubric for such a peer review.

Discussion about providing a peer reviewed process for online and online component courses was entertained by committee members.

**Lisa Frazier** presented several different scoring rubrics from various institutions for possible implementation for a peer reviewed program.

**Chairman Newman** proposed that such a program should be kept simple in nature and to utilize the work done by other institutions so as not to “re-invent the wheel”. He also mentioned that the program should provide a non-threatening environment to faculty that would participate in the review program.

**Member Matula** informed the committee that the business department will be standardizing the structure of online business courses at the end of the Fall 2010 semester.

**Member Orr** suggested that there be an N/A (not applicable) component of the rubric because not all components of online courses would be required across disciplines.

**Member Elithorp** seconded the N/A component. He also mentioned the importance of support for new online instructors for such a program. The importance of timely and effective feedback to students of online instruction was stressed by member Elithorp.

**Action Taken:** Chairman Newman and member Frazier agreed to draft a rubric for a peer review program for GBC.

**New Business:**

1) **Lisa Frazier** presented information to the Distance Education Committee about jointly hosting the Global Education Conference with the Professional Enrichment Committee at Great Basin College on November 15-19 online. The conference is totally online, FREE and is a collaborative and world-wide community effort to significantly increase opportunities for globally-connecting education activities and initiatives.

**Chairman Newman** stated the time to do a full scale promotion of the conference was short, and has suggested that the faculty be made aware of the conference and be provided the information to attend any workshops or lectures at their convenience.

**Action Taken:** Chairman Newman and member Frazier were willing to help in promote the conference to GBC faculty by informative email.

2) **Member Hannu** mentioned there has been mandate to spend down what funds were remaining in the lab fee account by the end of the year to less than \$1000. The amount in the lab fee account was reported to be roughly \$50,000. Efforts were ongoing at the Pahrump and Battle Mountain centers to upgrade IAV equipment as well as the Tonopah site. Members of the Distance Education Committee were asked to report back to their department and inquire if there were any technology needs for the instructional classrooms that they used. Any needs were to be directed to Chairman Newman, who would conference with member Hannu about fulfilling any requested needs.

Meeting was abruptly adjourned by the IAV termination on Friday, November 5, 2010 at 12:15pm.

Minutes taken by John Newman.

Respectfully submitted,  
John Newman – Chairman Distance Education Chairman