Joint Committee on Online and Distance Learning  
Tuesday February 9, 2016  
12:30-2:00  
Alumni Conference Room

Minutes

Present: Anne Seitsinger, Damon Rarick, David Porter, Deborah Mongeau, Jill Doerner, Joannah Portman-Daley, Kathleen Torrens, Diane Goldsmith

1. Sakai/Longsight update.
   a. Thanks for all your work.
   b. Most issues have been resolved (see attached sheet)

   DISCUSSION
   • David Porter gave an update on the issues. Camtasia Relay is fixed.
   • Issue with folks being bumped off – Longsight is uploading a patch tomorrow morning and then doing an early morning rolling restart to correct the problem.
   • Damon noted that has had to convert mov files to MP4. He will talk with Help desk
   • Many kudos from all to Ben Leveillee for his responsiveness
   • We did a good job of getting the word about the move to out to faculty and chairs
   c. Process, Timetable for moving to Version 11 in the summer

   DISCUSSION
   • Looking at upgrade in August. Will need to do significant training. Also will depend on Longsight for their experience and expertise
   • Must make sure the timetable works for P&T files
   • We need to work with faculty on where to store their materials – this is complicated by those who use materials for testing and assessment.

2. Snow Day language
   a. Thanks to Lauren Mandel the notices now note that online classes are not “cancelled.”

3. State Authorization Reciprocity Agreement
   a. Application is at the state – should be on the February agenda of the Post-secondary council.
   b. Current approved states can be found here: [http://nc-sara.org/sara-states-institutions](http://nc-sara.org/sara-states-institutions). The east still lags behind: NY, PA, NJ, seem to be moving forward toward becoming a SARA state. MA, CT, DE, DC are not yet SARA states.
4. Issues that we may be asked to address (C-RAC: Guidelines and URI’s response is attached.
   a. The institution assures the integrity of its online offerings.
      • Analysis/Evidence:
        • 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 programs must demonstrate compliance with this requirement.);
        • The institution’s policies on academic integrity include explicit references to online learning;
        • Issues of academic integrity are discussed during the orientation for online students;
        • Training for faculty members engaged in online learning includes consideration of issues of academic integrity, including ways to reduce cheating.

   RECOMMENDATION: The committee recommends that language in the university manual that refers to academic honesty or integrity explicitly include online learning – dg will send request to Faculty Senate Executive Committee

   b. The institution provides effective student and academic services to support students enrolled in online learning offerings
      • Student complaint processes are clearly defined and can be used electronically (see attached). Is this sufficient?

   RECOMMENDATION: DG will add info re ombudspeople to the website in reference to where and how to make complaints. She will also call them and let them know about the new policy – figure out to have folks work with them online

      • Students in online learning programs have ready access to 24/7 tech support

   DISCUSSION with D. Porter: Need to have more help desk coverage on weekends when the accelerated terms are happening and during summer. Pinnacle will be used across the University—IT service management system – will replace Remedy. Will use it to track all customer contacts with IT and to track any requests. Will keep better data.

5. Meeting adjourned at 1:40