Advisory Committee for Distance Education (ACDE)
(This won't be your typical college committee.)

Membership:

Name	Campus	Working Title	Area of Focus and Responsibility
David J. **Ayersman**	RCC	*Chief Online Learning Officer, WVVLN, and EDUCAUSE Representative*	*Assist all ACDE members with tasks and initiatives while providing general oversight and managing institutional memberships and licensing for remote education affiliations and products.*
Karen L. **Berneburg**	RCC	*Quality Matters Coordinator*	*Promote QM standards for course development, encourage faculty training, and develop procedures to internally review online courses to ensure quality and consistency.*
David P. **Bligh**	RCC	*Respondus Coordinator*	*Assist with promoting online proctoring solutions (Respondus products that include Respondus, Lockdown Browser, and Monitor) to establish and maintain online testing integrity.*
Amanda G. **Combs**	RCC	*Instructional Designer*	*Guide efforts to provide faculty with instructional design support services.*
Tracy L. **Evans**	RCC	*Student Support Services - Admissions*	*Ensure student support services, **admissions**, are accessible and meeting the needs of remote students.*
Jason L. **Garris**	RCC	*Online Services Coordinator*	*Oversee and improve New River's readiness to provide online student support services.*
Jonathan D. **Hartwell**	ATC	*Workforce Specialist*	*Modernize workforce education by using Banner for administration (scheduling, registration, enrollments, tracking student data) and Brightspace or Zoom for learning.*
Patricia L. **Hoover**	RCC	*Accessibility and Online Security Specialist*	*Conduct reviews of online services and courses to ensure accessibility and security compliance.*
W. Marie **Rhodes**	RCC	*Student Services*	*Ensure all student services and support are available to remote students and meeting their remote learning needs.*
Bryan K. **Seldomridge**	GVC	*Zoom Representative*	*Collaborate with support staff to assist instructors with Zoom adoption, training, and innovation.*
Lea "Beez" **Schell**	RCC	*QM Chief Online Education Officer and Professional Development Coordinator*	*Promote professional development opportunities related to remote teaching and learning.*
Bruce D. **Sneidman**	MCC	*SARA Representative*	*Collaborate with others to coordinate efforts that ensure the College is SARA-ready by 2024.*
Angela M. **Strickland**	RCC	*Orientation Coordinator*	*Provide oversight of online orientation and work to improve student and faculty preparedness for distance education.*
John M. **Walkup**	NCC	*Curriculum Specialist*	*Develop procedures, priorities, and a timeline for offering courses and programs completely at a distance (WEB and ZOOM).*

Charge:

1. Participate in researching best practices and current delivery methods in use throughout higher education for remote education.
2. Collaboratively develop a 5-year plan for remote education that will incorporate best practices while identifying courses and programs that should be available at a distance to our 9-county service region.
3. Serve as mentors and liaisons to faculty needing assistance with remote learning technologies.
4. Serve as ambassadors for remote teaching and learning by sharing information about remote education resources, services, and initiatives to educate others.

Goals:

1. Facilitate, encourage, and assist with ensuring the quality of distance education throughout the College's curriculum.
2. Improve readiness and preparation for new instructors and students to succeed when using distance education.
3. Identify appropriate metrics to measure distance education efforts and periodically review these data to adjust services to meet changing demands.
4. Proactively assist with the oversight and management of various distance learning services and serve as distance education representatives both within and beyond the College.

Meetings:

We will meet twice each term as a full group and our efforts will include several additional smaller *working* meetings to ensure that each area of focus is progressing as needed. Full-group meetings will typically include updates from each focus area. We may find that sharing relevant research, best practices, and relevant news between meetings may help to focus our discussions, efforts, and planning.

How Would YOU Like to See New River CTC Approach Distance Education and Remote Learning?

1. **Develop a peer-reviewed process for course development to ensure quality, relying on Quality Matters (or OLC) criteria.**
2. **Provide small technology grants to full-time instructors (and partner them with an instructional designers) to develop completely online courses.** *Contact Harmony to find out options for engaging these services.*
3. Encourage and promote development of hybrid courses as a progressive step toward completely online delivery.
4. Continue to make technologies available for all modalities so that even face-to-face classes can implement some forms of technology as a supplement to the course (e.g., posting the syllabus online).
5. Hire instructional designers (and graphic designers) to assist with course development initiatives.
6. Identify subjects and degree areas that will reap the biggest initial rewards (with increases in enrollment or reaching new audiences) and prioritize course development initiatives.
7. Ensure that all student services are fully available at a distance and that staff are well-trained to deliver services in this format.
8. Communicate and interact with students and potential students to ensure that distance education services and delivery are meeting their needs.

It takes a well-coordinated team to implement initiatives like this, as well as access to appropriate resources, formalized training for instructors (and support personnel), and a clear vision that is shared.

http://www.onlinecolleges.net/west-virginia/

Courses, Programs, Certificates, and Degrees

As we work to ensure compliance with SARA requirements, New River will identify certificates and degrees to be available at a distance. Some have recommended that we initially focus on BUSN and CRMJ, but all general education courses should be an initial focus. Reviewing prior course schedules will determine which courses have yet to be offered via distance as well as those that have.

Distance Education—Challenges and Opportunities:
New River received permission from HLC some years ago to offer 100% of courses and programs at a distance, but little progress has yet been made toward this. A robust technical infrastructure is in place for distance learning, but students and instructors are all-too-often ill-equipped to succeed in this environment without some preparation. The college has several areas where we are not yet "ready" to provide programs completely at a distance and these areas must be improved to qualify us for participation in SARA.

1. Instructor Preparation, Training, and Course Development

2. Distance Education Methods at New River - https://web.newriver.edu/technology/index.html

3. Interactive Video Network - https://web.newriver.edu/ivn.html

4. Respondus Information - https://web.newriver.edu/technology/respondus.html

5. SREB and SARA – (Mark Stotler is the WV contact) - https://www.nc-sara.org/content/sara-applications

6. Distance Education Plan – to be developed

Quality Matters
https://www.qualitymatters.org/qm-membership/how-to-use

QM Overview (7:45)
https://www.youtube.com/watch?v=Ayh-JC5XzRs&feature=youtu.be

WVVLN (State and Regional Consortium)
The West Virginia Virtual Learning Network (WVVLN) is the distance education consortium of public and private colleges and universities in West Virginia. The WVVLN is the coordination hub for distance learning in the state. Its mission is to coordinate and promote educational access to the citizens of West Virginia and the world.

Goals:
1. Create a network to promote collaboration among West Virginia colleges and universities.
2. Develop and/or deliver programming that is aligned with institutional mission and addresses state needs through shared resources and delivery.
3. Demonstrate educational excellence through instructional technologies.
4. Promote best practices based on Quality Matters standards.
5. Facilitate communication among institutions with the WVHEPC and external constituents.

6. Establish best practices in cybersecurity regarding distance learning.
7. Communicate and interact with experts in the design, implementation, and delivery of distance learning.
8. Organize an annual meeting dedicated to open discussions, shared interests and conduct business related to the above goals.

Online Learning Consortium (National and International)
https://onlinelearningconsortium.org/join/institutional/

HELLO (The Higher Education Leadership Learning Online Community)
https://hellocommunity.net

Why Your College Needs a VP for Online Learning
https://www.chronicle.com/article/Why-Your-College-Needs-a-VP/243021?cid=cc&utm_source=cc&utm_medium=en&elqTrackId=6cde719b3ce043f5af0254db7da381b8&elq=7dc3d3d893b24a5eabf158d65bcffcb0&elqaid=18757&elqat=1&elqCampaignId=8458

Digital Learning COMPASS: Distance Education State Almanac 2017
http://onlinelearningsurvey.com/reports/almanac/westvirginia_almanac2017.pdf

Interregional Guidelines for the Evaluation of Distance Education (HLC)
http://download.hlcommission.org/C-RAC_Distance_Ed_Guidelines_7_31_2009.pdf

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Agenda and Summary
(04/26/2024)
(1st Meeting for Spring 2024)

*Those in attendance will be **bolded**.*

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Ayersman, *Berneburg*, **Bligh**, **Combs**, *Evans*, **Garris**, **Hartwell**, **Hoover**, **Rhodes**, *Seldomridge*, **Schell**, **Sneidman**, **Strickland**, *and* **Walkup**

Announcements and Updates

1. **Action items** related to meeting the enhancing online student support services.
   a. **SARA eligibility** – we have full NC SARA approval. What are the plans and next steps?
   b. **Faculty Professional Development** – we should identify our strategy for faculty professional development opportunities then fund, promote, and support it. We currently have QM (Quality Matters), OLC (Online Learning Consortium), and HELLO (Higher Education Leadership Learning Online Community). While all three are excellent resources, we should pick one (or two).
   c. The **OLC Quality Scorecard Suite** results can be reshared to help focus budgeting efforts.
   d. https://onlinelearningconsortium.org/consult/olc-quality-scorecard-suite/
   e. **Online course registration** is technically available, but not yet being promoted or used by many students. Ensure service is equal or better than Concord and others. Rules are too restrictive (need to clean up rules in Banner). Registrar must routinely enable self-registration on SOATERM. Need portal link and icon for Course Registration.
   f. **Instructional Design Services** are available from WVNET.
      i. We-need to define our New River needs and interest. WVNET can provide 40 hours per week support at $115 per hour, as needed (or $4,600 a week or $239,000 a year).
      ii. Hiring a new Ralph Payne is an alternative approach (or identifying designated faculty with course releases) to create a new Center for Teaching Excellence.
2. **Updates and Announcements**
   a. **Brightspace Content** + replacing SoftChalk in Spring 2024.
   b. June 30 will be the last day that faculty will have access to SoftChalk.
   c. Expectations for course shells (Dr. Strickland). Gradebooks and syllabi in all D2L sections. QM Template? Rubric for evaluating online instruction (OLC Scorecard). Need New River standard rubric.
   d. Software and services update.
      i. *Linkedin Learning* to be discontinued on 9/30/2024.
      ii. *Comevo* can be discontinued when the license expires and **NSO is available in D2L**.
      iii. *Scantron* to be purchased and implemented in 2024 for end-of-course surveys (and more).
      iv. MCC campus relocation to MCTEC and New Hope Drive for fall term (3 Zoom classrooms, 1 MT classroom, 8 lab computers, and 5 offices).
      v. N103 and G316 labs to be updated in 2024 (53 computers).
3. **Planning for Change**
   1. **Advisory Committee or Committee? (***Is more attention and focus needed to elevate distance education efforts?***)**
      i. https://www.norcocollege.edu/committees/dec/Pages/index.aspx
      ii. https://academic.gsu.edu/online-education-committee/
      iii. https://www.cypresscollege.edu/distance-education-for-faculty/distance-education-committee/

Distance education at New River has matured. Our advisory committee has guided our distance education efforts so far, but how will we secure the support needed to sustain our growing distance education initiatives?

2. Would a more formal committee structure be helpful in assigning responsibilities, priorities, and direction?
3. Should this group report to the **Faculty Senate**, the Chief Academic Officer, or someone else to better align with academic goals?
4. Should the committee meet more frequently? (monthly)

Next Meeting? **(September 2024)**

Agenda and Summary
(11/03/2023)
(2nd Meeting for Fall 2023)

*Those in attendance will be **bolded.***

*__Ayersman__, Berneburg, **Bligh**, **Combs**, Evans, **Garris**, Hartwell, Hoover, **Rhodes**, **Seldomridge**, **Schell**, Sneidman, **Strickland**, and **Walkup***

Announcements and Updates

4. To submit an application for SARA, we must meet all the criteria of the **Interregional Guidelines for the Evaluation of Distance Education**. Recent versions have fewer specific requirements.
5. **Action items** related to meeting the requirements of the IGEDE.
   a. Working group with focus on preparation for **SARA eligibility** (**Sneidman**, **Schell**, Strickland). This group met on 4/19 and again on 5/3. *Recommendations were shared with the President by Underbakke. Next steps? Beez to review our status and work on submission and contact NC-SARA in WV.*
   b. Working group focused on **Instructional Quality and Faculty Preparation (with Quality Matters** and **Online Learning Consortium):** this group shared a plan to establish and ensure quality of remote instruction that includes faculty development and ongoing systematic QM reviews of courses (**Berneburg**, Hoover, Ayersman). Need to make recommendations with a plan for implementation to the Cabinet (and secure budget to support it). *Next steps? Find it and share it with Dr. Beez. Need plan for all faculty professional development opportunities and expectations, particularly for WEB and ZOOM instructors.*
   c. The entire **OLC Quality Scorecard Suite** was also reviewed as an option for quality assurance of remote learning. Ayersman and Underbakke met on 5/3/2023 with OLC representatives—https://onlinelearningconsortium.org/consult/olc-quality-scorecard-suite/
   d. **Support Services— OLC Student Support Scorecard:** to see where improvements are needed. The subcommittee (Garris, **Ayersman**, *Feijo*, Evans) completed their task and the results from April 2023 have been shared with the President's Cabinet. The data should help to establish priorities to address areas where improvement is needed.
6. **Remote learning readiness survey** (Fall 2022 *JotForm usage report*) updates. License has been renewed and usage information shared with this group. This survey is expected to serve as digital literacy evidence (Putorek, Ayersman, **Hoover**). Fall 2023 JotForm usage report.
7. **Curriculum review** (using the schedule of courses) to identify certifications and degrees completely available to remote learners. This information was updated to include 2022 and 2023 courses and **31 programs** are now completely available to remote learners. Shared with CAO and Communications.
8. **Brightspace**—New Content Experience interface now available to instructors for testing. New course shell creation process using the QM template not yet available. **Content +** to replace SoftChalk in Spring 2024 (to be available 1/1/2024). SoftChalk will remain available until 6/30/2024. January 1, 2024, to **June 30, 2024,** will be the transition period during which WVNET will provide training and assistance to faculty and administrators. June 30 will be the last day that faculty will have access to SoftChalk.
9. **Recent BOG Report**—About **60% of student FTE** now comes from remote learning.

Next Meeting? **(February 9, 2024)**

Agenda and Summary
(10/13/2023)
(1st Meeting for Fall 2023)

*Those in attendance will be **bolded**.*

***Ayersman**, Berneburg, Bligh, **Combs**, **Evans**, **Garris**, Hartwell, Hoover, **Rhodes**, Seldomridge, **Schell**, **Sneidman**, **Strickland**, and Walkup*

Announcements and Updates
10. Welcome new members.
11. Review <mark>team leaders</mark> for the working groups.
12. To submit an [application for SARA](#), we must meet all the criteria of the **Interregional Guidelines for the Evaluation of Distance Education**. Recent versions have fewer specific requirements.
13. **Action items** related to meeting the requirements of the IGEDE.
    a. Working group with focus on preparation for **SARA eligibility** (**Sneidman**, **Schell**, Strickland). This group met on 4/19 and again on 5/3. *Recommendations were shared with the President by Underbakke. Next steps? Beez to review our status and work on submission and contact NC-SARA in WV.*
    b. Working group focused on **Instructional Quality and Faculty Preparation (with Quality Matters** and **Online Learning Consortium):** this group shared a plan to establish and ensure quality of remote instruction that includes faculty development and ongoing systematic QM reviews of courses (**Berneburg**, Hoover, Ayersman). Need to make recommendations with a plan for implementation to the Cabinet (and secure budget to support it). *Next steps? Find it and share it with Dr. Beez. Need plan for all faculty professional development opportunities and expectations, particularly for WEB and ZOOM instructors.*
    c. The **OLC Quality Scorecard Suite** is also being reviewed as an option for quality assurance of remote learning. Ayersman and Underbakke met on 5/3 with OLC representative—https://onlinelearningconsortium.org/consult/olc-quality-scorecard-suite/
    d. **Support Services— OLC Student Support Scorecard:** to see where improvements are needed. The subcommittee (Garris, **Ayersman**, *Feijo*, Evans) completed their task and have shared a completed Scorecard. Need to share the results with Cabinet and establish priorities to address any areas where improvement is needed. *Need to formalize a report and share it with the Cabinet before next meeting.*
14. **Remote learning readiness survey** (Fall 2022 *[JotForm](#) usage report*) updates. License has been renewed and usage information shared with this group. This survey is expected to serve as digital literacy evidence (Putorek, Ayersman, **Hoover**). [Fall 2023 JotForm](#) usage report.
15. **Curriculum review** (using the schedule of courses) to identify certifications and degrees completely available to remote learners. This information has been updated to include 2022 and 2023 courses and **31 programs** are now completely available to remote learners. Shared with CAO and Communications.
16. **Zoom room installation** updates (14 Zoom classrooms added recently with 8 over the summer (review the list) — rotunda not funded).
17. **Brightspace**—interface updates coming in summer upgrade; Spring 2024 shells to be created on 10/20 (hopefully with QM Template). Should have details before next meeting.

As we work to create a plan for ensuring quality standards with our online curriculum of courses, I suggest we prioritize the small number of courses preventing entire programs from being available to remote students. These courses should be redeveloped by a full-time faculty member for delivery in a remote learning format (ZOOM, IVN, WEB) and given the highest priority for online development so we can pilot our implementation of a procedure that verifies our application of QM standards throughout our remote learning curriculum. Alternatively, largest enrollment courses could be targeted as highest priorities for maximum benefit.

Next Meeting? **(November 3, 2023)**

Agenda and Summary
(04/28/2023)
(3rd Meeting for Spring 2023)

*Those in attendance will be **bolded** and those unable to attend will be colored red:*

> ***Ayersman**, **Berneburg**, **Bligh**, **Evans**, **Feijo**, **Garris**, Hartwell, **Hoover**, Patriquin, **Seldomridge**, **Sneidman**, **Strickland**, Underbakke, and Walkup*

Announcements and Updates

18. Identify <mark>team leaders</mark> for the working groups.
19. To submit an application for SARA, we must meet all the criteria of the **Interregional Guidelines for the Evaluation of Distance Education**. Recent versions have fewer specific requirements.
20. **Action items** related to meeting the requirements of the IGEDE.
    a. Establish working groups with focus on preparation for **SARA eligibility** (Sneidman, **Ayersman**, Underbakke, Patriquin). This group met on 4/19 and will meet again on 5/3.
    b. **Instructional Quality and Faculty Preparation—Quality Matters:** The subcommittee have shared a plan to establish and ensure quality of remote instruction that includes faculty development and ongoing systematic QM reviews of courses (**Berneburg**, Hoover, Ayersman). A budget will be added. Need to share results and recommendations with Cabinet and secure budget.
    c. The **OLC Quality Scorecard Suite** is also being reviewed as an option for quality assurance, with a meeting scheduled for 5/3— https://onlinelearningconsortium.org/consult/olc-quality-scorecard-suite/
    d. **Support Services— OLC Student Support Scorecard:** to see where improvements are needed. The subcommittee (Garris, **Ayersman**, Feijo, Evans) completed their task and have shared a completed Scorecard. Need to share the results with Cabinet and establish priorities to address any areas where improvement is needed.
21. **Remote learning readiness survey** updates. No update, but this survey is expected to serve as digital literacy evidence (Putorek, Ayersman, **Hoover**).
22. **Curriculum review** (using the schedule of courses) to identify certifications and degrees completely available to remote learners (see attached). This information has been updated to include 2022 and 2023 courses and **31 programs** are now completely available to remote learners.
23. **Zoom room installation** updates (8 rooms remain and rotunda no longer planned). To be completed during summer.

As we work to create a plan for ensuring quality standards with our online curriculum of courses, I'd like to suggest we prioritize the small number of courses preventing entire programs from being available to remote students. These courses should be redeveloped by a full-time faculty member for delivery in a remote learning format (ZOOM, IVN, WEB) and given the highest priority for online development so we can pilot our implementation of a procedure that verifies our application of QM standards throughout our remote learning curriculum. Alternatively, largest enrollment courses could be targeted as highest priorities for maximum benefit.

Next Meeting? **Fall 2023 term (late September)**

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Agenda and Summary
(09/12/2023)
(1st Meeting for Fall 2023)

*Those in attendance will be **bolded** and those unable to attend will be colored red:*

***Ayersman**, **Berneburg**, **Bligh**, **Garris**, *Hartwell*, **Hoeman**, **Hoover**, **Patriquin**, *Seldomridge*, **Sneidman**, *Strickland*, **Underbakke**, and *Walkup**

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Announcements and Updates
1. Identify ==team leaders== for the working groups.
2. To submit an [application for SARA](), we must meet all the criteria of the **Interregional Guidelines for the Evaluation of Distance Education** (see attached).
3. **Action items** related to meeting the requirements of the IGEDE.
   a. Establish working group with focus on preparation for **SARA eligibility** (==Sneidman, **Ayersman**, Underbakke, Patriquin==)
   b. **Quality Matters**—Develop a plan to establish and ensure quality of remote instruction that includes faculty development and ongoing systematic QM reviews of courses. (**Berneburg**, Hoover, Ayersman) Is the OLC Quality Scorecard Suite a viable alternative to QM reviews? Is it free? https://onlinelearningconsortium.org/consult/olc-quality-scorecard-suite/
   c. **Support Services**—Establish support services to meet 24/7 requirement.
   d. Online services to meet remote learner needs to include admission, registration, orientation, and proof of digital literacy.
4. **Remote learning readiness survey** updates (can this serve as digital literacy evidence?). (==Putorek, Ayersman, **Hoover**==) Might need more evidence of their preparedness (Sneidman).
5. **Curriculum review** (using the schedule of courses) to identify certifications and degrees completely available to remote learners (see attached). This information has been updated to include 2022 and 2023 courses and **31 programs** are now completely available to remote learners.
6. **Online Student Support Scorecard—**to see where improvements are needed. This information needs updated to reflect any improvements since 2021 (this seems more comprehensive than IGEDE requirements). (Garris, **Ayersman**, Feijo, Evans). Review 24/7 support requirements and options. Share the results with CAO and Cabinet.
7. **Zoom room** installation updates.
8. **HYFLX** (Hybrid-Flexible)—new IM for Banner.
9. **SAR**A—Update on status.

Next Meeting? **XXX**

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Agenda and Summary
(03/24/2023)
(2nd Meeting for Spring 2023)

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*Those in attendance will be **bolded** and those unable to attend will be colored red:*

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***Ayersman**, **Berneburg**, **Bligh**, **Garris**, *Hartwell*, **Hoeman**, **Hoover**, **Patriquin**, *Seldomridge*, **Sneidman**, *Strickland*, **Underbakke**, and *Walkup**

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Announcements and Updates

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    a. Establish working group with focus on preparation for **SARA eligibility** (==Sneidman, **Ayersman**, Underbakke, Patriquin==)
    b. **Quality Matters**—Develop a plan to establish and ensure quality of remote instruction that includes faculty development and ongoing systematic QM reviews of courses. (==**Berneburg**, Hoover, Ayersman==) Is the OLC Quality Scorecard Suite a viable alternative to QM reviews? Is it free? https://onlinelearningconsortium.org/consult/olc-quality-scorecard-suite/
    c. **Support Services**—Establish support services to meet 24/7 requirement.
    d. Online services to meet remote learner needs to include admission, registration, orientation, and proof of digital literacy.
13. **Remote learning readiness survey** updates (can this serve as digital literacy evidence?). (==Putorek, Ayersman, **Hoover**==) Might need more evidence of their preparedness (Sneidman).
14. **Curriculum review** (using the schedule of courses) to identify certifications and degrees completely available to remote learners (see attached). This information has been updated to include 2022 and 2023 courses and **31 programs** are now completely available to remote learners.
15. **Online Student Support Scorecard—**to see where improvements are needed. This information needs updated to reflect any improvements since 2021 (this seems more comprehensive than IGEDE requirements). (Garris, **Ayersman**, Feijo, Evans). Review 24/7 support requirements and options. Share the results with CAO and Cabinet.
16. **Zoom room** installation updates (Rotunda as a final installation).

As we work to create a plan for meeting QM standards with our online curriculum of courses, I'd like to suggest we prioritize the small number of courses preventing entire programs from being available to remote students. These courses should be redeveloped by a full-time faculty member for delivery in a remote learning format (ZOOM, IVN, WEB) and given the highest priority for online development so we can pilot our implementation of a procedure that verifies our application of QM standards throughout our remote learning curriculum.

Next Meeting? **Fall 2023**

<p style="text-align:center">Agenda and Summary
(02/24/2023)
(1st Meeting for Spring 2023)</p>

<p style="text-align:center">Those in attendance will be bolded and those unable to attend will be colored red:</p>

<p style="text-align:center">Ayersman, Berneburg, Bligh, Garris, Hartwell, Hoeman, Hoover, Patriquin, Seldomridge, Sneidman, Strickland, Underbakke, and Walkup</p>

Announcements and Updates

17. To submit an [application for SARA](#), we must meet all the criteria of the **Interregional Guidelines for the Evaluation of Distance Education** (see attached).
18. **Action items** related to meeting the requirements of the IGEDE.
    a. Establish working group with focus on preparation for SARA eligibility (Sneidman, Ayersman, Underbakke)
    b. Develop a plan to establish and ensure quality of remote instruction that includes faculty development and ongoing QM reviews of courses. Create the plan. Implement the plan. (Berneburg, Hoover, Ayersman)
    c. Establish support services to meet 24/7 requirement. (Hoeman, Ayersman)
    d. Online services to meet remote learner needs to include admission, registration, orientation, and proof of digital literacy.
19. **Remote learning readiness survey** updates (can this serve as digital literacy evidence?). (Putorek, Ayersman)
20. **Curriculum review** (using the schedule of courses) to identify certifications and degrees completely available to remote learners (see attached). This information has been updated to include 2022 and 2023 courses and **31 programs** are now completely available to remote learners.
21. Review **Online Student Support scorecard** to see where improvements are needed. This information needs updated to reflect any improvements since 2021 (this seems more comprehensive than IGEDE requirements). (Hoeman, Ayersman)
22. **Zoom room** installation updates.

As we work to create a plan for meeting QM standards with our online curriculum of courses, I'd like to suggest we begin with the small number of courses that are preventing entire programs from being available to remote students. These courses should be redeveloped by a full-time faculty member for delivery in a remote learning format (ZOOM, IVN, WEB) and given the highest priority for online development so we can pilot our implementation of a procedure that verifies our application of QM standards throughout our remote learning curriculum.

Next Meeting? Friday **March 24, 2023, at 1pm**

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Agenda and Summary
(11/18/2022)
(2nd Meeting for Fall 2022)

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*Those in attendance are **bolded** and those in red were unable to attend:*
***Ayersman**, *Berneburg*, *Bligh*, **Garris**, **Hartwell**, **Hoeman**, **Hoover**, **Patriquin**, *Seldomridge*, **Sneidman**, *Strickland*, **Underbakke**, and *Walkup**

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Announcements and Updates
1. **Online Learning Consortium** (OLC) membership is paid (access is open to all faculty) (**Review the all faculty email**)
    a. Online Student Support **Scorecard** (completed as a group; need to schedule meetings with area supervisors to review; revisit this in Spring 2023)
2. **Zoom Rooms** update (14 additional rooms) —PRF completed; ready to order; installation will be scheduled once received
3. **Remote Learning Readiness Survey** update.
    a. 257 entries (as of 10/13/2022) (see report)
4. Progress Updates for **Focus Areas** (review assignments— https://web.newriver.edu/ACDE/index.html)
5. NEW TOPICS from last meeting:
    a. Need to explore options for **recording attendance** within Brightspace (and activity/participation).
    b. Developing **attendance policies** to address all modalities and share recommendations with Faculty Senate (is viewing recordings of Zoom classes attending?). Instructors (and students) need clarity of attendance policies and expectations, but also **flexibility**.

Next Meeting? (**02/17/2023**)?

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Agenda and Summary
(10/21/2022)
(1st Meeting for Fall 2022)

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Those in attendance are bolded: ***Ayersman***, ***Berneburg***, ***Bligh***, ***Garris***, ***Hartwell***, ***Hoover***, *Patriquin*, *Rhodes*, ***Seldomridge***, ***Sneidman***, ***Strickland***, ***Underbakke***, *and* ***Walkup***

Announcements and Updates

6. **Brightspace** and related issues, updates, and questions (**Insights Portal** has been recently added).
7. **Online Learning Consortium** (OLC) membership is paid (need to access it and share the information – see below) (Need to send email to all faculty)
    a. Online Student Support **Scorecard** (completed as a group; need to schedule meetings with area supervisors to review)
8. **Zoom Rooms** update.
9. **Remote Learning Readiness Survey** update.
    a. 257 entries (as of 10/13/2022) (see report)
10. Progress Updates for **Focus Areas** (review assignments— https://web.newriver.edu/ACDE/index.html)
11. Need to explore options for **recording attendance** within Brightspace (and activity/participation).
12. Developing **attendance policies** to address all modalities and share recommendations with Faculty Senate (is viewing recordings of Zoom classes attending?). Instructors (and students) need clarity of attendance policies and expectations, but also **flexibility**.

Next Meeting? (**11/18/2022** at noon?)

Online Learning Consortium
https://onlinelearningconsortium.org/

Go to that URL and click the Login button. If you haven't yet created your account, click the **Create Account** button to get started. Enter your New River email address and then complete your member profile information and create your password.

<p style="text-align:center">**Agenda and Summary**
(10/15/2021)
(2nd Meeting for Fall 2021)</p>

Those in attendance are bolded: **Ayersman**, **Berneburg**, *Bligh*, *Fann*, **Hoover**, *Reikowsky*, *Rhodes*, *Sampson*, *Seldomridge*, **Sneidman**, **Strickland**, **Walkup**, *and* **Patriquin**

Announcements and Updates
13. Weekly updates to Faculty Senate regarding migration from Blackboard to Brightspace.
14. **Online Learning Consortium** (OLC) membership is paid (need to access it and share the information) (demo on 9/29) (Ayersman to send information to all instructors regarding membership)
    a. Online Student Support **Scorecard** (completed as a group; need to schedule meetings with area supervisors to review)
15. CRM project (*Element451*) with Admissions and Advancement (is proceeding as scheduled).
16. Zoom Rooms 2 more GVC and 1 more ATC Zoom rooms to install
17. IT Staffing (Joshua Gill starting 10/25 at GVC; Billy Hazelwood starting soon at MCC) (1 opening for PT with Lord and Martin remaining)
18. Progress Updates for **Focus Areas** (review assignments— https://web.newriver.edu/ACDE/index.html)

Next Meeting? (11/15 at noon for next meeting?)

Now that we've seen the demo, do we want to send and announcement to all faculty? As institutional members, they also have access and need to be aware of the resources and benefits of membership.

Online Learning Consortium
https://onlinelearningconsortium.org/

Go to that URL and click the Login button. If you haven't yet created your account, click the **Create Account** button to get started. Enter your New River email address and then complete your member profile information and create your password.

Agenda and Summary
(9/24/2021)
(1st Meeting for Fall 2021)

Those in attendance are bolded: **Ayersman**, **Berneburg**, **Bligh**, **Fann**, **Hoover**, **Reikowsky**, **Rhodes**, **Sampson**, *Seldomridge*, **Sneidman**, *Strickland*, *Walkup*, *and* **Patriquin**

Announcements and Updates
19. Weekly updates to Faculty Senate regarding migration from Blackboard to Brightspace. (SSO to work on Sunday and sandbox courses are ready for instructors)
    a. QM compliant template for creating course shells? (if one exists in BB we can import it) (Berneburg, Ayersman, Hoover, Sampson, and Patriquin)
    b. 10 courses to migrate to Brightspace? (large/small, using publishers or add-ons, special for any reason)
        i. This group will email me a course or two of their own with CRN for me to import.
    c. **Turnitin.com** chosen for plagiarism detection ($2800 for New River and training included)
20. **Online Learning Consortium** (OLC) membership is paid (need to access it and share the information) (demo on 9/29)
    a. Online Student Support **Scorecard** (completed as a group; need to schedule meetings with area supervisors to review)
21. CRM project (*Element451*) with Admissions and Advancement.
22. Review IVN Room Information (https://web.newriver.edu/IVN-Rooms.pdf)
23. IT Staffing (Davis to be Interim Steve Garlow; filling full-time positions at GVC and MCC) (Hazelwood, Lord, and Martin PT)
24. Online orientation (working with **Putorek**, **Strickland**, and others to improve orientation experience for remote learners)
    a. Phase I: Build on and update current Online Orientation (by *Comevo*)
    b. Phase II: **Online Learning Readiness Survey** (for students to self-assess readiness and locate support resources)
    c. Phase III: Remote Learner Orientation (to include training, a scheduled group Zoom meeting, and remote learning information)
25. Progress Updates for **Focus Areas** (review assignments— https://web.newriver.edu/ACDE/index.html)

Next Meeting? (**9/29 OLC demo**)(10/15 at noon for next meeting?)

After the demo, do we want to send and announcement to all faculty? As institutional members, they also have access and need to be aware of the resources and benefits of membership.

Online Learning Consortium
https://onlinelearningconsortium.org/

Go to that URL and click the Login button. If you haven't yet created your account, click the **Create Account** button to get started. Enter your New River email address and then complete your member profile information and create your password.

Agenda and Summary
(4/23/2021)
(2nd Meeting for Spring 2021)
Those in attendance are bolded: **Ayersman**, *Berneburg*, **Bligh**, *Copenhaver*, **Fann**, **Hoover**, **Sampson**, **Seldomridge**, **Sneidman**, **Strickland**, *Walkup*, and **Patriquin**

Announcements

26. Text messaging to students (*SignalVine Txt4Success* —initiative now underway with HEPC with **Jenni** providing oversight)
27. Online Learning Consortium (OLC) membership is paid (need to access it and share the information)
    a. Online Student Support **Scorecard** (completed as a group; will schedule meetings with area supervisors to get their responses)
28. Review IVN Room Information (https://web.newriver.edu/IVN-Rooms.pdf)
    a. USDA Funding for 9 Zoom classrooms (to replace 9 outdated LifeSize systems)
    b. Verizon Foundation Funding for 6 Zoom classrooms (to replace 6 outdated LifeSize systems)
    c. USDA Funding to also provide 7 new Zoom locations, $20K Care in Motion System (for nursing), and $30K for network upgrades
29. 3 part-time positions funded by HEPC (Learn and Earn; AIM grant) to provide IT Help Desk support with cybersecurity students
30. Online orientation (working with **Putorek**, **Strickland**, and others to improve orientation experience for remote learners)
    a. Phase I: Build on and update current Online Orientation (by *Comevo*)
    b. Phase II: **Online Learning Readiness Survey** (for students to self-assess readiness and locate resources)
    c. Phase III: Remote Learner Orientation (to include training, a scheduled group Zoom meeting, and remote learning information)
31. Progress Updates for **Focus Areas** (review assignments— https://web.newriver.edu/ACDE/index.html)
32. Update on **LMS Options** and Timing (hoping for decision next week from WVNET and timeline that will allow us to use Blackboard Learn through the Spring term)

Next Meeting? (**Fall 2021**)

Announcement to all faculty (need to provide overview of resources and benefits of membership)
Online Learning Consortium
https://onlinelearningconsortium.org/

Go to that URL and click the Login button. If you haven't yet created your account, click the **Create Account** button to get started. Enter your New River email address and then complete your member profile information and create your password.

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Agenda and Summary
(3/5/2021)
(1st Meeting for Spring 2021)

Those in attendance are bolded: **Ayersman**, *Berneburg*, **Bligh**, **Copenhaver**, **Fann**, **Hoover**, **Sampson**, *Seldomridge*, **Sneidman**, **Strickland**, *Walkup*, and **Patriquin**

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Announcements
33. Text messaging to students (*SignalVine Txt4Success*—initiative now underway with HEPC)
34. Online Learning Consortium (OLC) membership
    a. Online Student Support Scorecard (to be completed before next meeting so we can review)
35. Review IVN Room Information (https://web.newriver.edu/IVN-Rooms.pdf)
    a. USDA Funding for 9 Zoom classrooms (to replace 9 outdated LifeSize systems)
    b. Verizon Foundation Funding for 6 Zoom classrooms (to replace 6 outdated LifeSize systems)
    c. USDA Funding to also provide 7 new Zoom locations, $20K Care in Motion System (for nursing), and $30K for network upgrades
36. 3 part-time positions funded by HEPC (Learn and Earn; AIM grant) to provide IT Help Desk support with cybersecurity students
37. Online orientation (working with Putorek, Strickland, and others to create online information for remote learners that will include:
    a. Phase I: Build on current Online Orientation
    b. Phase II: Online Learning Readiness **Questionnaire** for students to self-assess
    c. Phase III: Assessment of Remote Learning Skills (and distance education information)

Progress Updates for Focus Areas (review assignments— https://web.newriver.edu/ACDE/index.html)
Next Meeting? (**April 9, 2020** at noon?)

Send the information about Respondus to Travis

Online Learning Readiness Questionnaire
http://tutorials.istudy.psu.edu/learningonline/ORQ/ORQ.htm
30 questions with self-assessment results provided (used by Penn State University, licensed by Creative Commons, and freely available)

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Agenda and Summary
(12/04/2020)
(2nd Meeting for Fall 2020) (next meeting to be February 2021)

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*Those in attendance are bolded: **Ayersman**, **Berneburg**, **Bligh**, Copenhaver, **Fann**, Hoover, **Sampson**, Seldomridge, Sneidman, Strickland, Walkup, and **Patriquin***

1. Updates and Progress (review Agenda from last meeting)
2. Planning for 2021
   a. Text messaging to students (initiative with HEPC - coming soon)
   b. Parking lot Wi-Fi hotspots (initiative with HEPC - completed)
   c. Increasing need to address security concerns caused by outdated laptops. (Include option for TeamViewer)
   d. Training needed for Spring 2021 convocation. (Zoom, DropGuard, DegreeWorks, AppointmentPlus, Computer Updates, Office 365)

<p align="center">**Agenda and Summary**</p>
<p align="center">*(11/06/2020)*</p>
<p align="center">*(1st Meeting for Fall 2020) (next meeting to be 12/4/2020 at 10am?)*</p>

Those in attendance are bolded: **Ayersman**, *Berneburg,* **Bligh**, *Copenhaver*, **Fann**, **Hoover**, **Sampson**, *Seldomridge*, **Sneidman**, **Strickland**, **Walkup**, *and* **Patriquin**

1. Review Mission, Membership, Goals, Progress, and Next Steps
2. Pandemic Response Update
   a. Online Registration (for All Students) (working to have non-credit courses register online too)
   b. Online Recruiting
   c. Online Admissions (waiting on Ellucian)
   d. **Secure File Transfer** solution for Financial Aid (XMedius)
   e. **Online Scheduling** for Advisors (*AppointmentPlus*)
   f. **Virtual Office Hours** with Zoom
   g. **Virtual Chatbot** for Zoom with **Zendesk**
   h. Remote Learning (for duration of Spring term and Summer)
   i. What Else Can We Do?
      i. Identify Resources Needed for Remote Learning
      ii. Mentor and Assist Others
         1. Remind people who we are and offer them assistance.
         2. Creating instructional aides and tips for new remote instructors.
         3. Identify others who are experts in various areas who can also help.
         4. Invite users to self-identify what assistance they need.
         5. Get a one-page how-to-get-somebody directions for various offices.
3. Share and Review of **Distance Ready** course spreadsheet (completed for Fall 2020). Work with **Curriculum Specialist** and these data to inform training needs and priority for course development.
4. Task Area Updates (still need to schedule some individual meetings)
   a. **Respondus** (Bligh) (Training and Remote Test Proctoring) (How many faculty members are using, have been trained?) (dave to query faculty about usage)
   b. **Quality Matters** (Berneburg and Patriquin) (*waiting on CAO to identify courses to review; need to set compensation amount; establish how many workshops to offer and how many to attend; need a plan for initial and recurring reviews*)
   c. **SoftChalk** (Copenhaver) (now freely available from WVNET) (get data from WVNET for licenses requested)
   d. **Online Services** (Fann) (Online Student Services Scorecard update) (creating survey to rate services)
   e. Accessibility and Online Security (**Hoover**) (*need to schedule a meeting*)
   f. **Workforce** (Sampson) (*update on progress toward online scheduling, registration, and use of Banner*)
   g. Seldomridge (**Zoom**) (*need to schedule a meeting*) (recent Zoom training by **Hoover** resulted in updated training resources)
   h. **SARA** (Sneidman) (*met once; meet again next academic year*)
   i. Orientation and Student Preparedness (Strickland) (*met once; need to schedule update sessions with functional areas; need recommendations for updates to improve rigor and quality of the online experience*) (might be something we develop internally; maybe a Blackboard course; free orientation class to cover all topics; needs to include Workforce)
   j. **Curriculum** (Walkup) (Audit completed of distance-ready courses and programs for Fall 2020 – 14 have been added to the 11) (share this data with Curriculum Committee?)
   k. **WVVLN** (Patriquin) (training funds for QM, what about OLC membership?)

5. Pandemic Response Update
    a. Online Registration (for All Students) (working to have non-credit courses register online too)
    b. Online Recruiting
    c. Online Admissions (waiting on Ellucian)
    d. **Secure File Transfer** solution for Financial Aid (coming soon)
    e. **Online Scheduling** for Advisors (coming soon)
    f. **Virtual Office Hours** with Zoom
    g. **Virtual Chatbot** for Zoom with **Zendesk**
    h. Remote Learning (for duration of Spring term and Summer)
    i. **ProctorTrack** (getting cost information from WVNET) and will compare with Respondus
    j. What Else Can We Do?
        i. Identify Resources Needed for Remote Learning
        ii. Mentor and Assist Others
            1. Remind people who we are and offer them assistance.
            2. Creating instructional aides and tips for new remote instructors.
            3. Identify others who are experts in various areas who can also help.
            4. Invite users to self-identify what assistance they need.
            5. Get a one-page how-to-get-somebody directions for various offices.
6. Task Area Updates (still need to schedule some individual meetings)
    a. Respondus (Bligh) (Training and Remote Test Proctoring) (How many faculty are using, have been trained?)
    b. Quality Matters (Carter) (*waiting on CAO to identify courses to review; need to set compensation amount; establish how many workshops to offer and how many to attend*)
    c. SoftChalk (Copenhaver) (to be done later)
    d. Online Services (Fann) (Online Student Services Scorecard update)
    e. Accessibility and Online Security (**Hoover**) (*need to schedule a meeting*)
    f. Workforce (Sampson) (*update on progress toward online scheduling, registration, and use of Banner*)
    g. Seldomridge (Zoom) (*need to schedule a meeting*) (recent Zoom training resulted in updated training resources)
    h. SARA (Sneidman) (*met once; meet again next academic year*)
    i. Orientation and Student Preparedness (Strickland) (*met once; need to schedule update sessions with functional areas; need recommendations for updates to improve rigor and quality of the online experience*) (might be something we develop internally; maybe a Blackboard course; free orientation class to cover all topics; needs to include Workforce)
    j. Curriculum (Wawiye) (Audit completed of distance-ready courses and programs – 11 are near ready)
    k. WVVLN (Wemm) (need to contact John Mark)
7. Resources Needed to Sustain and Improve Remote Learning Efforts
    a. Instructional Design (and support to train and collaborate with instructors to prepare and deliver remote learning).
    b. Standards for Instructor and Student Preparation for Remote Learning?
    c. Small Technology Grants to Develop Remote Learning Courses and Complete QM Training?
    d. Funding to Conduct 5 Internal QM Course Reviews per Term ($2,500 per term)?
    e. Remote Learning Handbook for Instructors (and Students)

f. Standardized Design for User Interface in Blackboard (based on QM criteria)

General Information Updates
1. Membership to OLC ($1,400 will be purchased by WVNET and New River will share the access with other schools for a greatly reduced cost.
2. Blackboard SaaS (hosting with Blackboard will cost $5K more but will include Collaborate, the Ultra interface, and Data).

1. How can we assist others with the challenges they face in teaching remotely?
2. What will be the positive impact of the current pandemic situation on remote learning at New River?
3. What additional resources are needed for remote learning?
4. small technology grants for instructors to develop remote courses (and/or to complete QM training?)
5. workshops and organized training for remote instructors?
6. support for remote instructors and students?

Trinity Valley Community College
https://www.tvcc.edu/Distance-Learning/article.aspx?a=446&z=201&d=151

Those in attendance were:

Carter, ***Ayersman***, ***Fann***, ***Bligh***, ***Hoover***, ***Wawiye***, *Seldomridge*, ***Sampson***, ***Copenhaver***, *and Sneidman*

Not present were: Wemm, Strickland

For next meeting, decide about membership to OLC ($1,400).

Distance Education: Divide and Conquer

7. small technology grants for instructors to develop online courses (or to complete QM training?)
8. workshops and training for distance instructors
9. support for distance instructors and students
10. assign area responsibilities to members and work with them individually
11.

Trinity Valley Community College
https://www.tvcc.edu/Distance-Learning/article.aspx?a=446&z=201&d=151

8. Navigating the Online Learning Racetrack: How Leaders Can Recognize and Avoid the Hurdles (11/6/2019).
    a. https://zoom.us/recording/share/Ywm3jTDTialayFDrbRE2FOGZSgmiz0Wh9D3K0Hjq_4-wIumekTziMw
    b. Assessing Readiness and Capacity (https://www.westga.edu/~distance/ojdla/fall203/pina203.html)
    c. Avoiding Missteps in Online Programs (https://www.insidehighered.com/digital-learning/views/2017/11/29/how-avoid-missteps-online-programs)
    d. SmarterServices.com was the host and they provide SmarterMeasure (previously the READI assessment) (do we want a demo?).
9. SCHS Zoom Installation Completed (11/8/2019).
10. Task Area Updates (need to schedule individual meetings)
    a. Respondus (Bligh) (Ready to Pilot in Spring 2020 - Wemm)
    b. Quality Matters (Carter) (*schedule a meeting*)
    c. SoftChalk (Copenhaver) (*schedule a meeting*)
    d. Online Services (Fann) (Online Student Services Scorecard is Ready)
    e. Accessibility and Online Security (Hoover) (*schedule a meeting*)
    f. Workforce (Sampson) (*schedule a meeting*)
    g. Seldomridge (Zoom) (*schedule a meeting*) (creating guide with requirements, parameters, and expectations)
    h. SARA (Sneidman) (*schedule a meeting*)
    i. Orientation and Student Preparedness (Strickland) (*schedule a meeting*)
    j. Curriculum (Wawiye) (Audit completed of distance-ready courses and programs – 11 are near ready)
    k. WVVLN (Wemm) (need to share the best nuggets from the conference)
    l. EDUCAUSE (Ayersman) (https://www.educause.edu/about/discover-membership/member-benefits#guide) (add Hoover)
11. Next Meeting (**February 21, 2020**)

*Those in attendance were: **Wemm**, **Ayersman**, **Fann**, **Bligh**, **Hoover**, **Wawiye**, **Strickland**, **Seldomridge**, **Sampson,** and **Sneidman**. Not present were: Carter and Copenhaver.*

Agenda and Summary
(9/27/2019)
(1ˢᵗ Group Meeting for Fall 2019)

1. Working Group (not your typical college committee).
2. Review Charge and Goals of the ACDE.
3. What improvements would YOU like to see for distance education?
4. Discussion of distance learning challenges and opportunities.
5. Review and Discuss Assignments to Areas of Focus.
6. WVVLN Meeting (10/16/2019 from 0930 to 1600 at Stonewall Resort)
   a. Wemm, Carter, and Ayersman to attend
7. Next Meeting (NOV 8?) (anyone have conflicts with this date?)
8. Future Special Topics for Meetings
   a. **Measuring distance education** by enrollment and evaluating success by reviewing drop-rates and completion rates as compared to TRAD courses (establishing benchmarks and trends) – Steve Lacek to be Guest Speaker
   b. **Exploring instructional tools for distance education**

*Those in attendance were: **Wemm, Ayersman, Fann, Copenhaver, Bligh, Wawiye, Strickland, Seldomridge**, and **Sneidman**. Not present were: Carter, Hoover, and Sampson*