

**Administrative Committee on Distance Education (RACDE)  
Meeting Minutes  
February 28-29, 2008  
Augusta State University  
Jaguar Student Activities Center Ballroom**

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**Thursday, February 28**

The meeting was called to order by Kim McCroskey, Chair, at 9:15am. Ms McCroskey reviewed the meeting agenda and contents of the information packets. A suggestion was made for future meetings that more time is spent on sharing what we do at our various institutions.

**Business Meeting**

***Approval of Minutes***

George Wright moved acceptance; Debi Moon seconded. The motion and second were withdrawn and re-moved with the following page 7 modification: "Alternate" is to be replaced with "guest". The minutes, as modified, were then approved.

***Election of Officers***

Chair-Elect: Jay Lancaster and Darryn Ostrander were nominated. Jay Lancaster was elected.

Sector Leaders nominated and elected were:

Associate degree: Debi Moon

Bachelor degree: Anna Holloway

Doctorate granting: Jon Sizemore

IDP review committee representative: Dee McKinney volunteered

***RACDE role description***

Jessica Somers distributed a draft document describing the original role of the representatives and the current roles. After an opportunity to review the draft, Jessica provided additional information about the responsibilities and answered questions

Additional suggestions included: creating partnerships with other USG institutions; working with SACS; linking from RACDE role and responsibilities site to Principles of Good Practice; copying the RACDE representative on items such as the transition from SIRS; copying VAT-L usage statistics; and, in some cases, development of faculty teaching online. The need for a procedural manual for each RACDE role was discussed.

***External Degree Format Recommendations***

Ms Somers also distributed the "External Degree Format Recommendations", dated 7/16/04 and indicated the wording of proposed items is important. She will also send this document out electronically to members. Discussion included a caution against adding "external" in degree titles as this will appear on the degree and may discourage successful marketing of programs; and a question regarding designations for dual degrees; and about SACS approval if a title is changed. The Instructional Delivery Plan (IDP) was also discussed. Ms Somers will provide members with a copy of the rubric for evaluating IDP.

## **Update on ZORELCA, Academic Data Mart and Program Data Entry**

[Conference with Catherine Finnegan and Diane Burnette via Live Classroom]

### **ZORELCA:**

- USG is creating own data entry form rather than using SREB data structure.
- ZORELCA 11 will be out shortly (Banner process for collecting data on distance education courses)
- Fee caution: you cannot have an electronic rate fee and in/out of state fees. You cannot have info in all fields.
- ZORELCA will only pull courses labeled with F or P (fully or partially at a distance).

**Academic Data Mart (ADM).** Campuses will be asked to run ADM process on past semesters and validate DE data. ADM and Banner Leads will be invited to next GOML conference where ADM report will be discussed. RACDE reps will be notified as to who the ADM lead is on each campus.

### **Program Data Entry**

- Search will operate differently in new product; keyword search available.
- New Program Data Entry format. A user guide will be made available.
- Collaborative Program leads will have password and ID also (e-Core, etc.).

### **Instructional Delivery Codes (new)**

F: Fully (all or nearly all delivered via technology)

P: Partially (technology more than 50% but onsite requirements)

H: Hybrid (50% or less delivered by technology; at least one class session replaced by technology)

T: Technology enhanced (No class sessions replaced by technology, but technology required for a student to successfully complete a course)

No Technology used

### ***Amendment to membership in bylaws***

The directors of each of the collaborative program will be considered non-voting members per motion made by Debi Moon and seconded by Anna Holloway.

Motion passed

### ***Additional meetings***

George Wright moved and Jay Lancaster seconded a motion that RACDE meet during Summer 2008. The motion was approved.

### ***Alternates attendance at meetings***

Anna Holloway made the motion, seconded by Debi Moon, that notification of an alternate is to be made to the Chair prior to any meeting. The motion was approved.

### ***RACDE listserv membership***

Motion from last meeting opens membership to others for a 3-month time period upon submission of those new list members names by the institutional RACDE rep within a week following the RACDE meeting.

### ***Announcements from OIIT:***

Ms. Somers is retiring; Mike Rogers will be the RACDE liaison. A draft of the OIIT reorganization was provided.

**GeorgiaVIEW Vista4x Migration Update** (Jessica Somers)

Meetings ongoing as to what should be included, dependability required, cluster implementation, calendars, and so forth. Campus VISTA administrators who meet with OIIT will forward institutional needs and issues.

**Georgia ONmyLINE (GOML) Update** (Jessica Somers).

Statistics summary: 32,586 visits (22,475 unique; 170,284 page views); visitors from every state but Wyoming. Site usage spikes at times of press releases. Marketing efforts for future include hiring a marketing manager, developing an RFP for a marketing firm, and website redesign.

**Academic Franchises** (Jessica Somers)

An Open Call (any topic) for FY 09 Academic Franchise RFPs will go out February 29, 2008, with applications due April 15<sup>th</sup>. RFP can be for single or multiple institutions; may be able to partner with non-USG institution. Spending must occur within the fiscal year. Quality control was discussed. The Cross-Institutional Registration system opened December 1, 2007.

**Announcements** (Mike Rogers)

The FLO (Facilitating learning online) course about the pedagogy of teaching online is now available through North Georgia College & State University. Once successfully completed, those trained can offer on their campuses. Fee is \$300 for USG personnel (staff or faculty) (ALT website; learning resources > FLO course).

Two VISTA courses (Managing your course in VISTA; Designing course in VISTA that were created in Vista 3, will be updated to Vista 4 and can be used by institutions.

USG Share (Learning repository) is being launched. Contact Marie Lassiter for access information (marie.lassiter@usg.edu)

**OMEGA (Organization for Military Education in Georgia) Update** (Debi Moon).

Each institution's president will be asked to appoint an OMEGA representative. A Statewide meeting will be held in the Fall, inviting Education Service Officer and others, while the Dept. of Defense national conference will be in Atlanta summer 2009. Key programs desired include: business, criminal justice, language, international affairs, information technology.

**Quality Rubrics**

The Quality Matters rubric is being used by Kennesaw and piloted by Valdosta State. Fort Valley created its own rubric using SREB and SACS materials.

**Second Life (SL) Demo** (Irene Kokkala)

Presentation followed by discussion of potential uses, costs, support requirements, learning curve, interaction time requirements. Ms Somers proposed document institutional Second Life activities to determine interest in possible USG licensing.

The meeting adjourned for the day at 4:55pm.

## Friday, February 29

The meeting was called to order by Jessica Somers as Kim McCroskey was called away. The meeting began with follow-up discussions from the prior day.

### **Franchises**

- Each franchise (group or individual) can indicate rate (income) needed to meet costs.
- Loan for start-up is available, but must be paid back. Income divided Dept./college and USG
- (some schools, part of fund goes to Distance Ed program). Franchise Students cannot be charged extra fees beyond eTuition (tech fee, for example).

### **Full-time Online Faculty**

- Those who have models were asked to share with others.

### **OMEGA: [gogeorgiamilitary.com](http://gogeorgiamilitary.com)**

- GOML being marketed to active duty military
- Institution needs military webpage (welcome, links, etc.).
- Military advisors at institutions need to have knowledge of working with military.
- OMEGA sending out guidelines and suggestions; will provide training.

New items of discussion:

### **Instructional Delivery Plan Update** (Jessica Somers, Jon Sizemore)

Instructional Delivery Plans (IDP) should be sent in for all of institutional programs (not just one program). An IDP is required if have online, distance, or external programs. A draft can be sent. As an ongoing plan, the IDP should be updated with new program offerings.

**Video Clips (Mike Rogers).** Links to the clips will be sent to the RACDE list.

**Sector Meetings** (prioritize topics of interest; identify important issues for sector and for next program)

### Associate Degree Institutions

- eTuition
- Second Life. Can USG help with collaborative tools?
- WebCT. readiness tools that might be used for students (ex: sort tool, readi); demo courses; Tutorial course for online students.
- Quality Matters rubric for evaluation of online courses

### Four-year, non-doctorate, Institutions

Priority topics:

- Successful Distance Education financial models
- Online support services (SACS requirements)
- Quality control for courses (RACDE role)
- OMEGA and Franchise Programs: Information; models
- How to start offering online programs and be successful

Sector Interests

- 2+2 collaborations (w/in system and w/DTAE)
- Infrastructure
- Continuing Ed instruction relationship to Credit instruction
- Funding sources

### Doctorate granting Institutions

Priority topics:

- Financial matters: funding, revenue stream, ability to roll over funds
- Clarification on IDP process
- Emerging technologies in Distance Learning
- GOML programs
- OMEGA

Sector interests

- USG strategic plan goal 2 and how it is being implemented on campuses
- Communication lines; reporting lines for distance ed
- RACDE – a central agent for DL (oversight; informed)

Next Program

- Financial models
- Continue discuss GOML, Start-up models
- Professional Development program for RACDE (workshops, “how to...”); tie to other conference, meeting

### ***Planning Ahead Ideas***

Consider using technology for meeting

Survey members on topics, dates, format

If face-to-face meeting, Fort Valley volunteered to host RACDE sponsored program or workshop; invite others.

Interest in 2-day meetings expressed

Ideas:

Who needs to know what on campus

Building online courses and programs from ground up.

Basics of getting started in Distance Education; reporting info.

***Other business: None***

***Adjourned*** 11:30am

Submitted by Sandra K. Stratford