



## IT/DE Sub-Committee

### Meeting Minutes

January 18, 2019 @ 2:00 p.m.

Media Education Center (MEC)

Present: Reyes Coca, Nichole Collins, Kenneth Bachicha, Sherry Goodyear, Matthew Bowie

Call to order:

- Reyes Coca called the meeting to order at 2:11 p.m.

Approval of the Agenda:

- Kenneth recommended an amendment/addition of blackboard to the discussion section of the agenda
- Nichole recommended an amendment/addition of NM HEAR Workshop to the discussion section of the agenda.
- Kenneth entertained a motion to approve the agenda with the amendments/additions and it was seconded by Nichole. Motion carried.

Approval of Minutes:

- Kenneth made a motion to table the minutes from the last meeting. It was seconded by Sherry. Motion carried.

Informational/Discussion Items:

- Reyes Coca did a recap of last meeting where we discussed a 3-year plan compiled from the C-Rac guidelines. It is still pending approval by Retention and Completion committee.
- Regarding spring 2019 priorities, Reyes mentioned to finish the 3-year plan. Nichole noted that the main priority is to work on the SARA agreement to align the Business Program to continue online learning and expand it throughout all programs. Kenneth noted that LCC needs to be approved by SARA at the State level. He recommended that LCC apply for provisional status because LCC is currently on probation. (Pg 18 on SARA manual) Nichole recommended to ask Larry about previous application. Nichole noted that peer reviews should be done.
- C-RAC Guidelines were reviewed.

**Guideline 1:** Kenneth and Nichole added that Business department goals should align with Luna Goals.

**Guideline 2:** Nichole noted that School of Business has hired more faculty and more Online courses are offered to sustain the program. Matt noted that having the IT/DE meetings is evidence of planning. Kenneth added that budgets could be used.

**Guideline3:** Several members reiterated that IT/DE meetings and being part of R & C committee are evidence that it is part of government.

**Guideline4:** Nichole, Matt, and Sherry noted that comparison of online class syllabi and face-to-face class syllabi of the same course could be evidence to prove that online classes have same rigor as face-to-face classes.

**Guideline5:** Reyes noted that the Distance Education department must be contacted about online student evaluations. Kenneth noted that knowing what questions are on there are important to the guidelines and we need to know. Nichole noted that WEAVE could be used.

**Guideline6:** Reyes and Nichole mentioned that QM certification and required qualifications could be used as evidence.

**Guideline7:** Matt mentioned that reasonable hours of technical support are offered. Nichole noted that we must get online tutoring.

**Guideline8:** Matt and Sherry mentioned Blackboard is in the budget. Nichole said that QM is big part of this guideline.

**Guideline9:** Reyes mentioned other institutions have proctors for test taking. Nichole noted that there are Luna satellite Centers can be used as proctors and self-integrity. Sherry mentioned the use of web-cameras to prove the student is taking their own test. Reyes noted possibly implementation of proctors for business online test taking. Sherry noted that Academic Integrity is listed on the syllabus and might be able to qualify as evidence.

- **Blackboard Discussion:**  
Nichole noted that she had issues with Collaborate and recommended that there should be a standard set-up for all online classes. Several members noted that there should be more staff in the Distance Education department to help Larry. A request form to create specific Blackboard shells as needed for faculty was recommended. Several members recommended that a meeting be set up to show Matt what features faculty commonly uses on blackboard.
- **NM HEAR Discussion:**  
Nichole noted that the NM HEAR meeting is coming up. Kenneth informed the committee of the status of who has been approved and who has applied to go.

#### Action Items:

- No Actions items for this meeting

#### New or Follow-up Items for Next Meetings Agenda:

- Members mentioned a blackboard tutorial for Matt, Minutes taker, C-RAC review, SARA application review.

#### Next Meeting Scheduled

- Reyes noted 3<sup>rd</sup> Friday of every Month. February 15 at 2:00 p.m.

#### Adjournment of Meeting:

Nichole made a motion to adjourn. Sherry seconded. Motion Carried and meeting adjourned at 3:52 p.m.