RACDE Minutes
Thursday, October 8th, 2015
Stone Mountain Inn, Stone Mountain Georgia

Present: Justin Mays, Amy Thornton, Raleigh Way, Irene Kokkala, Daryl Hancock, Dee McKinney, Caesar Perkowski, Steven Jones, David Hunt, Jim Cope, LaQuata Sumter, Renita Luck, Frank Williams, Jeff Linek (presiding), Jon Sizemore, Janet Gubbins, Meg Giddings, Michael Galchinsky, Keith Bailey, George Wright, Barbara Tucker (recording). Quorum met.

The Fall 2015 meeting of the Regents Administrative Committee on Distance Education was convened 8:30am, Thursday October 8, 2015 by Chair Jeff Linek.

In the opening business the minutes of the Spring 2015 meeting were presented and approved. Jeff Linek gave a report on his attendance at the meeting of the CIO Council

The need for an enterprise-level media server was discussed by the committee and that the System should explore ways to make media rich content available to students in distance learning environments. A motion was made for a RACDE Recommendation for a Media Server to be formulated and forwarded to the System Office, seconded and approved. The Chair and the Executive Committee will compose a memo to the system leadership recommending an enterprise level media server be implemented, such that institutions may maintain control over the content and have access to the media. It was suggested that every institution be a part of the server license to defray costs. The RACDE Executive Committee will gather numbers (cost - system hosted vs. self hosted server), different products (TechSmith Relay, Kaltura, YouTube) on media server usage and present this at the Spring Meeting. This report may examine maintenance costs, new start up costs, cost sharing models, other State System implementations, and emergent media formats.

Proposed revisions to the Bylaws were presented and discussed. Amendments were approved by unanimous vote.

Ginger Durham provided a report on recent action by the SREB concerning the SARA state authorization reciprocity agreement. SREB may accept DC, PA and Puerto Rico as affiliates so they can join SARA. The official website for SARA is www.NC-SARA.org which provides a plethora of information regarding SARA. SREB's SECCRA reciprocity agreement will be decommissioned. This decommissioning process will begin once 8 states from SREB join SARA, and will extend over two year decommission timeframe.

Durham provided a report LMS Strategic Advisory Board which has now been convened. Decisions about LMS implementations will be made at the system level, but institutions may participate in demos of other LMS if they wish. Any institutions engaged in gathering information on various LMS are requested to please share with the LMSSAB.

Durham provided a report on the Regents Teaching Excellent awards. The awards will operate on a new timeline this year, and awards will be announced in February.

Jon Sizemore provided an update on the System issues. The definitions of distance education courses was discussed as described in the Data Element Dictionary. Online programs are viewed by - SACS and USG definition as programs where 50% or more of the program is available online. SACS no longer requires notification when programs cross this threshold, but institutions still need to notify USG if a program falls into this category. Productivity of online programs are under discussion, and USG is exploring methods by which to disaggregate numbers for students graduating from online programs vs. on-campus programs. The Schedule Type Data Element is being considered as the appropriate data element to track CBE courses and programs. Jeff Linek requested that RACDE reps explore whether campuses are inquiring whether graduates/transfers from other institutions have completed coursework or their degree online.

Sizemore reported that SREB approval for GA to join SARA is expected this month - October 2015. BOR is tentatively prepared to pay the application fee for institutions. Sizemore will report back to RACDE list-serv on the language of the SARA application that may cause concern for some institutions' legal teams.

Vice Chancellor Mark Lytle made remarks about Economic Development efforts in the USG. There is a gap between graduates the USG produces and the number of jobs available in high demand career sectors. The USG is exploring how the system can address this unmet need.

Jim Cope reported on MOOC offerings and strategies at Kennesaw State University. KSU has developed a successful model that seems to work. The KSU model allows 3 pathways for students:
- 1) Students can take the course just to get basic information on the subject
- 2) Students can complete the course and activities for more in-depth knowledge
- 3) Students can complete all course activities and transfer the credit into an academic program

KSU has run two separate MOOCs, which are generating a revenue stream under the current agreement with Coursera.

Bob Orr gave an update on the CIO Council. The implementation of OneUSG will result in the the replacement of ADP with, PeopleSoft. OneUSG will roll out system wide, slated to start the rollout in a year to 18 months. OneUSG will implement a federated ID system - a central USG ID for students across the entire system. The CIO Council is looking to modify the IT Handbook as it has grown outside of the IT purview over the recent years. Security is a primary issue for the Council – it is not a question of IF a campus gets hacked, but WHEN.

Jon Sizemore discussed USG vision for competency-based education. USG is considering exploration of a Course Equivalency Model which would crosswalk the competencies to a traditional course credit. CBE programs should reward students for early completion, possibly through a subscription based - all you can learn – financial model. USG is exploring a single

vendor solution to provide a SIS, LMS and CRM. Ellucian Brainstorm could fill the LMS role for CBE initiatives if integrated with other systems. eCore and eMajor may serve as foundations to pilot and test CBE. eCampus utilize the power of faculty and staff expertise across the USG to build out a set of core CBE courses so as to avoid duplication of effort across the institutions.

Sizemore reported that USG will merge eCore and eMajor into eCampus – a system level unit for distance education services. It is expected that BOR will consider additional decrease the tuition for eCore and eMajor. eCampus is charged with developing the five most high demand associate and bachelor's degrees in Georgia.

Friday, October 9th, 2015
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Jeff Linek called the meeting to order at 8:30 and asked for a review of documents to be discussed, including Roles and Responsibilities for RACDE Representatives. Discussion ensued with a motion to continue the discussion on the listserv, said motion carrying with unanimous consent.   Raleigh Way agreed tol spearhead this discussion through the listserv and will forward a summary to the Executive Committee.

The next item of business was a continuation from Thursday to look at the subcommittee's conclusions about possible impediments to Complete College Georgia and Distance Ed that were found in BOR policy.
- Does USG need an LMS retention schedule? Is the data retention policy in need of revision? Each institution has a policy on retention of specific exam, papers and those specific grades; academic records as to final grades are held indefinitely.   Issues such as HR policy, updated technologies, accreditation agencies, competency-based courses, and portfolios that students might want to keep bear upon this question. Nothing specific was found in the BOR policy. Learning environments were not designed to be long-term repositories of student work. It was suggested that legal affairs be consulted on this question. RACDE was referred to the following links for more information: http://www.usg.edu/records_management/schedules/K/

    http://www.usg.edu/records_management/documents/USG_Records_Retention_Manual_033010.pdf

- Policies on Collaborative Degree Programs. It was observed that Language in BOR Policy 2.3.9 and 2.3.10 may not reflect the nature of the collaborative eMajor program. Sizemore clarified that these programs are not viewed by USG and SACS as awards by multiple institutions. Each institution independently exercises academic oversight over faculty and curriculum. When institutions offer emajor courses to students, those courses are treated as if offered by the home institution, not as transfer or delivered by another school. There is nothing in the policy to designate the special characteristic of the credits.   SACSCOC has repeatedly affirmed accreditation for institutions participating in eCore and so far has affirmed accreditation with eMajor affiliate institutions. Renita Luck remarked that in Darton College's prospectus for eMajor they provided specific language for the collaborative arrangement to SACSCOC. Sizemore agreed to examine 2.3.9 and 2.310 for clarity.

- Does verification of lawful presence apply for etution rates? Verification of lawful presence applies to students' legal status in the US. In regards to BOR policy, it only applies to the six institutions with restricted enrollment. Otherwise, any student requesting to be classified as an in-state student for tuition purposes will be required to provide verification of their lawful presence in the United States in order to be classified as an in-state student. Since eTuition is the same for all students regardless of state of residency, students attending fully online are not requesting to be classified as an in-state student for tuition purposes.

- Immunization waiver. In response to questioning, Jon Sizemore observed that language in BOR policy regarding waiver of immunization requirements for distance learning was revised in 2003. However, the waiver option persisted is on the USG immunization form.   Institutions have different ways of coding the waiver in Banner as well as how online students are coded (in terms of fully online, etc.). Sizemore said the issue could be referred to the USG's standing Policy Review committee. There was discussion that the subcommittee should gather the data from all institutions on how they identify students as fully online and on the coding they use in Banner and the process for handling these waivers.

- Student services policy: It was decided to wait for action on that issue.

- Inclement weather. Members agreed to review policies at individual institutions for inclement weather for discussion at next meeting.

The committee received an update on D2L Learning Management System. More features will be available, such as a virtual dashboard, which unfortunately is not ADA compliant. Most new features will apply to the administrator side, not faculty, such as a video uploading mechanism. Over the next two months USG will move from version 10.3 to 10.54, and 10.6 will be out by February. RACDE reps should be in discussion with the institution's primary D2L admin.   Quiz analysis is a new tool, but ITS found it not reliable for less than ten students. Quiz analysis works best for large numbers of students, and has to be used with automatically graded

assessments, like MC questions. User progress tool has been updated but testers are not confident in results. Pulse app graphs student response against due dates but faculty found many issues on the usability side including security issues. D2L is adding the ability to create badges and awards, and linking to Mozilla's badging system.

Continuous delivery is in the testing period over winter break for implementation on X prod and Q prod in January. This is expected to be the last year downtime will be required for a December upgrade. Upgrades to version 10.5.7 are scheduled for production in March. 10.5.5 and 10.5.6 in February. On the fourth Thursday of every month the primary admins will be doing testing of new sub-versions. Third party integrations may have issues with continuous delivery, requiring continuous testing of integration. Feature changes could occurring during a semester. If this is hampering institutions, ITS will have to address it. The moratorium on adding new third party integrations starts October 31 to Feb. 1 and on branding of the interface.

Jeff Linek lead a discussion to addressed recommendation from executive summary of Distance Ed Task Force from October 31, 2012. Many of the recommendations have been accomplished. Sizemore remarked on the BOR's current focus on affordability. Currently, distance education collaborative programs must provide a rationale for any tuition rate requests. Institutions should consider the rationale for any eTuition rate requests, and for how the tuition differential will be utilized. Members observed that higher etuition rates fund development of new online courses and programs.

Members agreed a standing item on the agenda should address what issues schools are experiencing in their SACSCOC reaffirmations in terms of distance ed and SACS compliance. Members discussed a common point (like Sharepoint) to house RACDE documents. Sizemore agreed to create a Sharepoint space for RACDE.

It was discussed that the Subcommittee should work to clarify policies about intellectual property in online courses.

How does RACDE wish to influence the future of elearning in GA? The discussion that followed addressed barriers to innovation in infrastructure, value of QM, need for the task force items to be strategic and less fluid, the place of competency-based education and affordability, faculty credentialing, relationship between faculty and administration, and promotion and tenure issues. Members agreed that there will be a continuing agenda item on discussion of the new learning models.

Jeff Linek gave financial reports. In spring, balance was $1200. $104 for printing and materials. $764.75 food (meeting support). RAC did not have to pay for building use at Georgia Highlands. $331.16 in account at NGU. That money will go toward this meeting for final numbers. This time Jeff used ITS group and Laurie Jorrard. He will report on the final finances in the spring meeting.

Election of officers. By unanimous vote, Justin Mays was elected to serve as chair through the Spring 2017 meeting. Renita Luck, elected as Chair-elect, will follow in succession to Chair at

the close of the Spring 17 meeting, and supervise the election of new chair elect. officers to be elected at the Spring 17 meeting take over after spring meeting.

To meet requirements of balance of the representatives from different sectors, Irene Kokkala nominated Jim Cope (from a comprehensive university) and Renita Luck seconded. Vote unanimous.
David Hunt nominated Keith Bailey as representative from R1. Mike Galchinksy seconded. Vote unanimous.

Meeting adjourned by Jeff at 11:49.
Next meeting will be held at Clayton State University in spring.