IFC Distance Education Committee

March 12, 2015
10:00 a.m. – 12:00 p.m.
NU 336 or via Videobridge 238999

Chair: Barbara Friesth

10:00 a.m. – 10:15 a.m.	• **Call to Order** • **Introductions**: Rachel Applegate facilitated the meeting and took attendance • **Chair's Update:** Barbara Friesth was out • **Approval of Agenda** • **Scribe for the meeting:** Gina Londino took meeting minutes
10:15 a.m. -11:00 a.m.	**Respondus and Monitor Pilot** John Gosney • Respondus lock downs monitor while students are taking an exam; available through Canvas, free trail through the next year • Monitor: records the students taking the exam, video that faculty member can access to see how student took the exam, did the student access any other material while taking the exam, etc; needs to be used with lock down browser • 10 faculty at IUPUI and through testing center have used lock down browser • Lock down browser can be used separately but monitor needs to be used with lock down browser • Faculty used test situations where they don't want the browser locked down so that students can access specific resources during the exam • 2 issues: are students only access the material that you want them to and can the instructor confirm identity • My protector: has identity confirmation; facial recognition, fingerprinting scanning; these are being looked at with identification of students and online education • What does IU system require: policy is very open ending, with issues that still need to be addresses, once policy has been made and becomes enforced it will need to go through faculty governance • Proctoring task force recommendation: what are the faculty development series? Can we structure an exam to elevate some of the faculty concerns? • What are some of the issues? students taking online exams together, one student takes the online exam and then share the answers,

	confirmation of identity of the student taking the exam, are students taking the exam together • How is this different for undergraduate and graduate courses? Need might be different • Review of 6 different products to include all the concerns/needs; John will share the list • School of Nursing very interested in both lock down browser and monitor; if this is used with Canvas, how will this affect bandwidth? good question, need to look into where video is being saved (iCloud live or locally) • Exam Soft: downloads exam and cuts off internet to that computer
11:00 a.m. – 11:45 a.m.	**Proctoring Guidelines (document distributed by John Gosney) and general discussion of proctoring at a distance** All • requirements for faculty to let students know that they are being monitored or videoed or recorded • not best wording but covers the issue generally • Is University Faculty Council working on this? Faculty would be notice, sign off, to include in syllabus • Is this final, and in effect? No just final draft; needs date stamp for it to be a policy • Need to follow up with Howard? What are the next steps for this policy? will need to be in student handbook, etc.
11:45 a.m. – 12:00 p.m. Adjourn at 10:45am	**Future meetings and potential topics** All • Asks faculty council to see if there are more action items for our committee

Future Meeting Dates: **4/9/15**
                                            5/14/15