Distance Education Committee

<u>Adopted Minutes</u>

March 1, 2019

Room 505

11:00 a.m.-12:00 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 11:00 a.m. by Coordinator Erica Beam.
2. Roll Call	Members present were Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Glenn Keyser (LA); Oanh Lam (MS); Ashlie Lawson (COUN); Katherine Luce (Lib); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Michelle Arce (SBS); Sarah Barsness (LA); Joseph Ryan (Dean of MS); and Kerri Ryer (SBS) Erica requested today's agenda be amended to include Discussion/Action Item 7f – Training.
3. Approval of Agenda (3/1/19)	Erica Beam asked for a motion to approve the amended agenda. Adoption of March 1, 2019, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Robin Sytsma; Passed – unanimously.
4. Approval of Minutes (12/7/18 & 2/1/19)	Erica Beam asked for a motion to approve minutes. Adoption of December 7, 2018, and February 1, 2019, Meeting Minutes: Motion to approve – Sarah Nordin – Seconded – Robin Sytsma; Passed – unanimously.
5. Public Comments	There are no public comments.
6. Information Items: *a. Potential Summer 2019 Training*	Erica announced that there was great participation in the Introduction to Online Learning class for spring. There are approximately 30 faculty members participating in the accessibility training class. Erica asked committee members to get a head count of the number of faculty interested in taking training during the summer and report back to her with his/her findings. Erica said she would offer the training during the summer if there is enough interest.

b. OEI Rubric Refresher Continued	Erica said there is a new version of the OEI Rubric, but there are only a few differences in Section D – Accessibility. Erica concluded the refresher of the OEI Rubric beginning with Section B5. She said Title 5 language is changing with regard to online and what is substantive and regular effective contact.

Erica said there is a program called *Flipgrid* that she would like to demonstrate in the future, which would meet the alignment and exemplary column for Section B7. Robin asked for an example that would meet an exemplary element of B7. Erica said group work for students to collaborate would qualify as an exemplary element. Erica said best practices would be to include ones' requirements in his/her assignment and in the rubric to be considered exemplary for B8. Best practices for B6 would be to provide rubrics and include expectations on how participation will be evaluated for the assignment.

Erica stated Section C1 can be difficult when trying to connect SLOs and learning objectives with activities and assignments. Erica mentioned that VARK learning styles, which stands for visual, aural, read/write, and kinesthetic sensory modalities, is a good example of C3. Erica completed the rubric review by addressing C8. She said that she provides her students with some type of self-assessment activity that students can use to evaluate where they are struggling in a subject and what available method of help he/she will utilize moving forward. |
7. Discussion/Action Items:	
a. Start Here Module	Erica said she is planning to develop a different Blueprint Shell for summer online classes. This will contain a different Start Here Module as well, which will include a student orientation. The eCompanion shells will contain the original Blueprint Shell and its Start Here Module.
b. FLIPGRID	Erica plans to send out an announcement with information about *Flipgrid*. The program is similar to *VoiceThread*; however, it is free and the end result is a video that can be auto captioned.
c. NetTutor	Erica said *NetTutor* is the online tutoring program that the OEI uses and is available 24 hours for all subjects. Erica has inquired about DE purchasing a pool of *NetTutor* hours that faculty can offer to his/her students within Canvas.
d. Mentor Responsibilities	Erica said it is a requirement for DE committee members to participate in the mentorship and review process of faculty shells in order to serve on the DE committee.

e. Assign Reviewers/Mentors	Erica asked for two volunteers to review BIO 012. Ashlie and Elizabeth volunteered to review BIO 012. Erica asked for two reviewers for CIS 062. Oanh and Laura volunteered to review CIS 062. Erica asked for two reviewers for COUN 023. Glenn and Robin volunteered to review COUN 023.
f. Training	Erica would like to see Instructors certified to teach online rather than certifying Instructors to teach specific classes. This could be accomplished by Instructors completing the @ONE Online Education Standards and Practices course. However, there is no process set up for Instructors who are already approved to teach specific courses online. There is no process for continued educational credits or compensation for online instructors. Erica has been asked if the committee can put together a comprehensive plan to certify online instructors; however, she feels the other processes need to be addressed and included in the plan for success.
8. Next DE Meeting	The next meeting is scheduled for April 5, 2019, in Room 505 from 11 a.m.-12:00 p.m.
9. Adjournment	Erica Beam asked for a motion to adjourn the meeting. Motion to adjourn – Ashlie Lawson. The meeting was adjourned at 12:05 p.m.