



Distance Education Committee

Adopted Minutes

December 7, 2018

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); Svetlana Podkolzina (MS); Rachel Purdie (SBS); Joseph Ryan (Dean of MS); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Sarah Barsness (LA); Scott Ota (IT); and Kerri Ryer (SBS)
3. Approval of Agenda (12/7/18)	Erica Beam asked for a motion to approve the agenda. Adoption of December 7, 2018, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Elizabeth Freed; Passed – unanimously.
4. Public Comments	There are no public comments.
5. Information Items: <i>a. Publisher Series Rescheduled to Spring</i> <i>b. Student Eval Available</i>	Erica announced the Publisher presentations for faculty had to be rescheduled, and she plans to send out information in January about the upcoming presentations. Erica said the student survey filled out in face-to-face classes is now available for online classes through <i>Qualtrics</i> . She shared with committee members the form which deans must complete to request the survey be put in a faculty member's shell. When requested, a link to the survey along with an announcement to students will be put in the course shell. The link will be removed from the course shell three days later. Carol will then aggregate the information and provide the survey results to the dean. The survey may be included as part of faculty's evaluation process.

Erica said additionally that she will create a module in the DE shell this spring with a survey template along with instructions on how faculty can copy and paste it into his/her course and receive anonymous student feedback. This will meet the requirement for Section A11 of the Online Education Initiative (OEI) Course Design Rubric.

c. January FLEX

Erica said she changed one of the flex workshops for January to be about the blueprint course containing the “Start Here” module, because it is included in the creation of the Spring 2019 course shells. Erica said she will also email assignments to the committee members who volunteered to help with the flex workshops.

Erica said she will have other workshops during the Spring 2019 semester. She would like to have one where faculty can book an appointment and get help with setting up an introduction video, captioning the video as well as saving and posting the video to his/her course shell.

d. Start Here Module

The “Start Here” module has a designated place for all the components that are required to meet contractual faculty obligations per the handbook and contract. Its use however is optional. Erica said she will have a different “Start Here” module for online classes for the Fall 2019 semester. This will include additional items like an online student orientation and place holders for additional items like the first three-day activity in an online course.

Erica recommends faculty fill in the place holders of the Blueprint “Start Here” module pages and then copy and paste that material into one google document, which will maintain all the original settings. Save it as a PDF, and then put a welcome message on the syllabus page in Canvas and include the downloadable .pdf syllabus link as well as a link to the first page in the “Start Here” module under his/her course shell.

The “Start Here” module will be updated each semester as needed with service changes like semester dates. The “Start Here” module has a place holder for all the things that are supposed to be in an online class syllabus. There are place holders for SLOs, Methods of Evaluations, the Course Content Outline, and Course Prerequisites. These items must match the information on the official course outline of record.

e. *Committee*

Erica asked that members notify her if he/she will not be on the committee in the spring so they might be replaced. She asked that members find a replacement for his/her committee seat if a member is not committed to shell mentoring or course shell reviews. Mentoring other Instructors and doing course shell reviews is a requirement for being on the DE Committee.

6. Discussion/Action Items:

a. *VoiceThread*

Erica said she would like to keep *VoiceThread* on the agenda in hopes that committee members will try the free version out in their class. The committee will discuss this topic again in the Spring 2019 semester.

b. *Provisonal/Probationary Course Shell Approvals*

Erica reviewed the four courses below and found them to have adequate instructor/student interaction, which includes announcements and comments.

Erica asked for a motion to move the following courses from provisional/pilot to a final approval status:

MKT 171 (LS)

MKT 174 (LS)

ART 011 (FF)

CDFS 080 (AA)

Motion to accept a final approval status on the four courses listed above - Sarah Nordin; Seconded – Robin Sytsma. The courses listed above were approved unanimously with one abstention from Svetlana Podkolzina.

Erica reviewed the course listed below and said there is a lack of instructor/student interaction and feedback. Grading is not up to date and there are accessibility issues.

Erica recommended the course listed below be denied approval and asked for a motion to deny final approval for the following course:

ENGL 002 (ML-R)

Motion to deny approval for the course listed above – Svetlana Podkolzina; Seconded – Sarah Nordin. The course listed above was denied unanimously.

Erica reviewed the course listed below and indicated that there is a lack of instructor/student interaction and feedback as well as broken links. Announcements stopped during the semester and there are accessibility issues.

Erica recommended the course listed below be denied approval and asked for a motion to deny final approval for the following course:

SOC 001 (LM)

Motion to deny approval for the course listed above – Sarah Nordin; Seconded – Robin Sytsma. The course listed above was denied approval unanimously with one abstention from Svetlana Podkolzina.

Erica reviewed the course listed below and indicated that there was no feedback addressed by Instructor and a lack of instructor/student interaction.

Erica recommended the course listed below be denied approval and asked for a motion to deny final approval for the following course:

NURS 064 (EC)

Motion to deny approval for the course listed above – Sarah Nordin; Seconded – Laura Maghoney. The course listed above was denied approval unanimously with an abstention from Elizabeth Freed and Robin Sytsma.

c. Current Course Shell Approvals

Erica recommended the approval of the following courses:

DRFT 145 (KC)

GEOL 001 (DW)

Motion to approve the two courses listed above – Sarah Nordin; Seconded – Svetlana Podkolzina. The two courses listed above were approved unanimously.

Erica asked for two volunteers to review CDFS 050 (TS). Laura Maghoney and Elizabeth Freed volunteered to review CDFS 050.

8. Next DE Meeting

The next meeting is scheduled for February 1, 2019, in Room 505 from 11 a.m.-12 p.m.

9. Adjournment

Erica Beam asked for a motion to adjourn the meeting.

Motion to adjourn – Sarah Nordin.

The meeting was adjourned at 12:10 p.m.