



Distance Education Committee

Adopted Minutes

May 3, 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 11:15 a.m. by Coordinator Erica Beam.
2. Roll Call	Members present were Michelle Arce (SBS); Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Glenn Keyser (LA); Ashlie Lawson (COUN); Laura Maghoney (AT&B); Scott Ota (IT); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Sarah Barsness (LA); Oanh Lam (MS); Katherine Luce (Lib); Sarah Nordin (AT&B); Svetlana Podkolzina (MS); Joseph Ryan (Dean of MS); and Kerri Ryer (SBS)
3. Approval of Agenda (5/3/19)	Erica Beam asked for a motion to approve the agenda. Adoption of May 3, 2019, DE Agenda: Motion to approve – Robin Sytsma; Seconded – Ashlie Lawson; Passed – unanimously.
4. Approval of Minutes (3/1/19 & 4/5/19)	Erica Beam asked for a motion to approve minutes. Adoption of March 1, 2019, and April 5, 2019, Meeting Minutes: Motion to approve – Robin Sytsma; Seconded – Laura Maghoney; Passed – unanimously.
5. Public Comments	There are no public comments.
6. Discussion/Action Items: <i>a. Returning to Committee Fall 2019</i>	Erica asked committed members if they were able to recruit another representative to serve on the DE Committee from the Social and Behavioral Science and the Liberal Arts Department. There were no new volunteers mentioned to serve on the committee. Carol confirmed that Kerri Ryer and Sarah Barsness would not be on the committee Fall 2019.

<p><i>b. Roles and Responsibilities</i></p>	<p>Erica provided a handout to members with a proposal for mentor and reviewer roles and responsibilities. Erica said she would like the committee to come up with guidelines to clarify what mentors and reviewers are supposed to do as well as a timeline for when those responsibilities should be met. This will help to clarify expectations and aid all involved with knowing where the process is at any given time.</p>
	<p>See attachments: Peer Reviewers, Peer Mentor, and Assignment Process.</p>
	<p>Erica asked for a motion to approve mentor and reviewer roles and responsibilities as well as assignment processes. Motion to approve – Ashlie Lawson; Seconded – Michelle Arce; Passed – unanimously.</p>
<p><i>c. Calendar of Meetings/Deadlines</i></p>	<p>Erica conveyed to the committee that meeting four times for one hour during a semester does not allow enough time to take care of DE business. She proposed several alternative suggestions to the committee for the Fall 2019 and the Spring 2020 semester. The options included four meetings for two hours versus eight meetings for one hour. Committee members discussed their preference and the majority decided that four meetings for two hours is preferred. The committee decided on the first Friday of the month from 10 a.m. through 12 p.m.</p>
	<p>Erica called for a motion to accept the first Friday of the month from 10 a.m. to 12 p.m. for DE meetings during the Fall 2019 and Spring 2020 semester. Motion to approve – Glenn Keyser; Seconded – Ashlie Lawson; Passed – unanimously.</p>
	<p>Erica said the deadline for Summer and Fall 2020 shell submittals will be noon on October 31, 2019. The deadline for Spring 2021 shell submittals will be noon on April 2, 2020.</p>
<p><i>d. Course Approvals</i></p>	<p>Erica announced that there is only one new shell ready for approval. Erica asked for a motion to approve ASTR 010 (PP). Motion to approve – Laura Maghoney; Seconded – Ashlie Lawson; Passed – unanimously.</p>
<p>8. Next DE Meeting</p>	<p>The next meeting is scheduled for September 6, 2019, in Room 505 from 10 a.m.-12:00 p.m.</p>
<p>9. Adjournment</p>	<p>Erica Beam asked for a motion to adjourn the meeting. Motion to adjourn – Ashlie Lawson The meeting was adjourned at 12:15 p.m.</p>

Peer Reviewer

Role:

The role of the Peer Reviewer is to ensure that academic freedom, collegiality, and shared governance are maintained through the Shell Review Process. This includes:

- Completing a review (one (1) of two (2)) using the OEI Rubric
- Providing a third or fourth set of eyes to make certain the faculty member retains purview over curriculum and all matters related to teaching
- Recommending the shell for approval by the DE Committee once Sections A, B, C, and D are aligned (relying on Accessibility review done by DE Coordinator or Carol)

Responsibilities:

1. Complete the review using the OEI Rubric within two (2) weeks of assignment.
2. Post completed review using the OEI Rubric in Canvas (or provide it to Carol).
3. Communicate directly with the faculty member via in person meetings or using the established group discussion in Canvas.
4. Keep DE Coordinator and Carol apprised of the status of the review and any issues or concerns.
5. Complete two (2) Peer Reviews per semester.
6. A Peer Reviewer should not have also been the Peer Mentor on the same shell.

Peer Mentor

Role:

The role of the Peer Mentor is to help guide the faculty member through the first stage of the Shell Review Process. This includes:

- Completing the first review using the OEI Rubric
- Sharing best practices and examples of “aligned” shells
- Recommending the shell for the Accessibility review once Sections A, B, and C are all aligned

Responsibilities:

1. Complete the first review using the OEI Rubric within two (2) weeks of assignment.
2. Post completed review using the OEI Rubric in Canvas (or provide it to Carol).
3. Communicate directly with the faculty member via in person meetings or using the established group discussion in Canvas.
4. Keep DE Coordinator and Carol apprised of the status of the mentoring and any issues or concerns.
5. Complete two (2) Peer Mentorships per semester. If a faculty member submits two (2) shells during the same semester, both are to be assigned to the same Peer Mentor.
6. Peer Mentorships are assigned within the same school, unless a specific Peer Mentor is requested and/or they have mentored two (2) already in the same semester.

Assignment Process

Peer Mentoring:

1. At the beginning of each semester, a spreadsheet will be generated with a list of the names of all DE Committee faculty members organized by school. See example below:

Name	School	Mentor 1	Mentor 2	Review 1	Review 2
Laura Maghoney	AT&B				
Sarah Nordin	AT&B				
Elizabeth Freed	HS				
Robyn Sytsma	HS				
Glenn Keyser	LA				
vacant	LA				
Oanh Lam	M/S				
Svetlana Podkolzina	M/S				
Michelle Arce	SBS				
vacant	SBS				
Katherine Luce	LIB				
Ashlie Lawson	COUN				

2. DE Committee members will complete two (2) Peer Mentorships per semester.
3. Peer Mentorships are assigned within the same school, unless a specific Peer Mentor is requested and/or the DE Committee member has mentored two (2) already in the same semester.
4. If a DE Committee member is still mentoring a shell from a prior semester, that does not count towards the current semester completion of two (2) mentorships.
5. Assignments will occur as the course shells and completed OEI Rubric self-assessments are received. This may occur at our meetings or via email.

Assignment Process

Peer Reviewing:

1. At the beginning of each semester, a spreadsheet will be generated with a list of the names of all DE Committee faculty members organized by school. See example below:

Name	School	Mentor 1	Mentor 2	Review 1	Review 2
Laura Maghoney	AT&B				
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Svetlana Podkolzina	M/S				
Michelle Arce	SBS				
vacant	SBS				
Katherine Luce	LIB				
Ashlie Lawson	COUN				

2. DE Committee members will complete two (2) Peer Reviews per semester.
3. If a DE Committee member is still reviewing a shell from a prior semester, that does not count towards the current semester completion of two (2) mentorships.
4. Assignments will occur as the course shell has completed both the Peer Mentorship and Accessibility review. This may occur at our meetings or via email.
5. A Peer Reviewer should not have also been the Peer Mentor on the same shell.