

**Online Education Committee**  
January 17, 2017 ~ 10:00-11:00 AM  
109 Gilkey Hall

**Membership Changes:** Merlynn Lindgren (undergraduate student member) will no longer be able to participate. Does anyone know another undergraduate that might be interested?

**Survey:**

- Subcommittee report from December 7<sup>th</sup> meeting
- Culturally responsive teaching question?
- Gender question?
- External accreditation?
- Draft objectives of survey
- Introductory paragraph & title (volunteer?); resources:
  - <https://www.questionpro.com/blog/best-practice-have-an-introduction-to-your-survey/>
  - <http://fluidsurveys.com/university/how-to-write-a-proper-survey-introduction/>
  - [https://help.surveymonkey.com/articles/en\\_US/kb/Tip-Creating-an-effective-survey-introduction](https://help.surveymonkey.com/articles/en_US/kb/Tip-Creating-an-effective-survey-introduction)
  - [http://www.dartmouth.edu/~oir/pdfs/Survey\\_Intro\\_Example.pdf](http://www.dartmouth.edu/~oir/pdfs/Survey_Intro_Example.pdf)
- Scales for question #6 & #8
- "Other items", department head questions??
- Distribution plan?
- Funding for survey build?
- Submit to Faculty Senate for approval after today's meeting?

**Other pending business:**

- Create online course review guidelines for faculty? (sub-committee?)
- Create Promotion & Tenure "help document" for online faculty going up for P&T, including ESET instructor-added question recommendations (sub-committee?)
- Promotion and tenure recommendations goose hunt for 2007 recommendations (volunteer)?
- General Counsel visit (February or March meeting)?

**"Walk-on" agenda items?**

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### Ongoing Activities/Pending Business:

- **Scheduling:** Raven will send a Doodle poll for February meeting soon, requested times?
- **Survey:** Draft needs to be sent to Faculty Senate for approval (Projected distribution in winter term after Faculty Senate approval, edits, feedback).
- **Survey funding:** Vickie said the Faculty Senate would need to know potential cost before approving any funding. We should contact her once we have an idea of cost. Lydia Newton from Statistics asked for the following information concerning the survey in order to give us a quote: who we plan to survey, survey objectives, a copy of the questionnaire (consultation rate is \$85/hour)
- **Questions of Promotion & Tenure:** seek answers as to how online course teaching and, especially, online course development is considered and evaluated for P&T
- **Student Code of Conduct:** revisit in more detail before summer when code will potential be edited again?
- **OEC Policy Revisions:** Change wording of "distance education" and exclusion of hybrid education in "Scope of Committee" policy.
- **Online Course Reviews Recommendations:** Draft a how-to document with recommendations and examples of how to carry out online course reviews; piggy back off Shannon's document and Raven's presentation from Forum. (Keep promotion and tenure requirements in mind and thinking about how this review can be documented; be productive; be meaningful, etc.)
- **Intellectual Property:** Host someone from the Office of General Council at one of our meetings to discuss intellectual property.
- **Standing Rules Changes:** Remove Budgets & Fiscal Planning Committee and Curriculum Council ex-officio members from Standing Rules (?); Add ex-officio member from Center for Teaching and Learning (?) Vickie has not gotten a response from the Chairs of Budget and Curriculum committees.