Online Education Committee
October 7, 2016
Minutes

Members present: Cheridy Aduviri, Nancy Allen, Vipin Arora, Marita Barth, Raven Chakerian, Stephen Redfield, Jason Sarkozi-Forfinski
Ex-officio member present: University Libraries – Stefanie Buck

The chair announced upcoming events: Quality Matters Conference and Open Education Day.

Standing Rules Agenda Item
- Existing standing rules and committee guidelines and policies were reviewed by all.
- General agreement was reached that both standing rules and committee guidelines and policies are inadequate, out-of-date and generally ambiguous.
- Proposal to change the definition of online education presented in the committee guidelines.
  - Agreement that "distance education" should be changed to "online education"
  - Discussion as to whether definition should include reference to hybrid/blended education:
    - Discussion of the meaning of hybrid.
    - Overall agreement to include hybrid classes as part of the scope of the committee.
    - Suggestion that Cheridy reword and work on the definition of distance education to include hybrid, uploading it to Canvas for committee's review (Cheridy has most experience with hybrid education).
    - For reference, Raven will email Lisa Templeton regarding the definition that Ecampus has for distance education.
    - Stephen – hybrid and online can be way different
    - Vipin – hybrid is more of a flavor of online & not the other way around

Goals for the Committee
- <u>Discussion about reaching out to departments for feedback that can guide our committee's efforts</u>:
  - Stefanie – provide equitable services; ask for feedback from Lisa Templeton? How can our committee be of service to Ecampus? How can we support students?
  - Stephen – talk to the departments, not just Ecampus
  - Suggestions from last year:
    - Hold a forum to listen to faculty about issues related to Ecampus from their perspective.
      - Avoid turning into a complaint session; find a way to make conversation productive.
      - Consider breaking the forum into groups that would bring different issues to the table: instructors, GTA's, Professors/Research Faculty/Administrators, etc.
  - Suggestions for doing a survey to individual departments rather than generic widespread survey (emailed from respective chairs or unit leadership).
    - Nancy – find baseline data so we don't recreate the wheel
      - Does it already exist out there?
        - Ask Lisa Templeton.
      - What is the purpose of the survey? → what are the issues? → focus on 1 or 2 things → implementation of finding → assess whether it worked
    - How to distribute survey?
      - Discussion that more streamlined distribution yields higher participation.
      - Who will be responsible in units? Dean? Program coordinators?
      - Approach person in charge of online education for individual units?
- <u>Discussion about future meetings</u>
  - Pick topics and have guest speakers.

- o Focus on setting up guidelines for the committee as primary goal before moving forward.
- o Recognition that committee needs clearly outlined, task-focused policies in order to be productive and successful.
- o Agreement that meetings should be working-meetings with tasks to be completed.
- o Nancy—should there be a voting member from Ecampus?
- o Raven will meet with Lisa, or at least contact her, to see if she prefers meeting with us (if not in person, via WebEx).
- o Figure out if WebEx can be used in our next meeting room for those that can't attend.
- o General agreement that face-to-face meetings are more productive.
- o Committee agreed that monthly, as opposed to quarterly, meetings would help facilitate maximum productivity and continuity (excluding December and summer months when teaching faculty are generally off campus).
- o Raven will send out a doodle pool for the November meeting.
- o Will try to vary meeting days and times each month so everyone has an opportunity to participate.
- o Faculty Senate website needs to be updated (Raven will contact office specialist, Caitlin).

Meeting adjourned about 11:55 AM.

Respectfully,
Jason Sarkozi-Forfinski (note taker)