



Distance Education Committee

Minutes

May 1, 2019

Date: May 1, 2019

Starting Time: 3:15 p.m.

Location: LRC-116

Ending Time: 4:30 p.m.

Chair: Steve Perry

Members: Dillon Emerick Kelly Falcone Michael Gilkey John Harland
 Erin Hiro Clare Rolens Linda Morrow Peter Ovwiovwio
 Sherry Goldsmith Amy Caterina Efrem Alexander

Invited:

- I. CALL TO ORDER: Meeting was called to order at 3:28 pm
- II. APPROVAL OF MINUTES: Approved Minutes for March 20, 2019 meeting
- III. PUBLIC COMMENT : None
- IV. ANNOUNCEMENTS / INFORMATION
Steve reported on progress and future planning with the Accessibility Training
- V. ACTION :
 - a. The committee voted to table further evaluation of the upgrade to the POET system, to include two courses from @ONE as a replacement for the current text, until the early Fall 2019 semester. This will give the committee more time to review the material and to develop the quizzes and discussion questions to assess how well a faculty member learned the course material. The new training will consist of @ONE's Introduction to Canvas course and our in-house version of @ONE's Introduction to Online Teaching (self-paced). Quizzes will be added to assess a student's understanding of the course material. New training will be implemented after the DE committee approves the changes and the Faculty Senate votes to approve. (John Harland motioned, Dillon Emerick seconded the motion)
 - b. The committee voted to approve that the DE coordinator will notify faculty that current POET system will be available during the summer semester but that all grading of the material may not take place until the fall semester since the DE Coordinator will be off-contract. . (John Harland motioned, Dillon Emerick seconded the motion)

- c. Steve will be meeting with Lawrence Lawson (TERB coordinator) and Travis Ritt to discuss ways to improve the current evaluation of online classes. We will suggest the following enhancements:
 - i. An item be placed on the Online Class Evaluation form that give the link to the OEI Course Design Rubric and instructs the evaluator to use this as one of the tools of class observation. (Note: The evaluator should be sure that they are knowledgeable in assessing the requirements of the OEI Course Design Rubric and, if not, seek assistance from either another faculty member who is or ask a member of the ATRC to assist you.)
 - ii. New questions should be added to the Student Questionnaire for online classes, such as “Does the instructor grade your assignments in a timely manner?”, “Is the instructors communication policy stated in the Syllabus and does the instructor follow it?” “It is a general policy that an online instructor responds to student questions within 48 hours, does the instructor follow that policy?”, “Is the Web site easy to navigate? (i.e. can you easily find the lesson material and assignments that are required?), “Is the presentation of the course material confusing or easy to understand?”, etc.
- d. The committee discussed ideas for online resources that the DE Coordinator will send out to online-faculty with the OEI Course Design Rubric before the beginning of each semester. Erin suggested that we include example of Model Courses that implement the items of the OEI Course Design Rubric correctly. Steve suggested that we develop some template courses that could be copied and used by faculty in the development of their own courses.

VI. AJOURNMENT: Meeting adjourned at 4:30pm