Distance Learning Committee 1/30/19
2:30 PM

Attendance:

Present: Swafford, Stone, Birkey, Brinson, Campbell, Nelson, Bratcher

Absent: Mazid, Xavier, Weems, Sumption

Agenda

Call to Order and Welcome
Approval of Minutes

Old Business

- Integration with program review committee
    - Communication of courses to review
        - Swafford has list: ED cert programs, music, forensic science, nursing, CS, industrial math. College of Ed programs are the bulk.
        - Marshall will email to Roark so it can be included with minutes, etc.
    - Reporting of findings back to PRC.
        - Swafford waiting on John Montgomery for input on timeline

- Review instrument
        - Roark developed Excel file; Swafford developed online form.
        - Online form preferable so that data will be collected in a single location.
        - Committee will send feedback on electronic form in the next week.
        - Goal to begin sample review with instrument during next meeting in 2 weeks.

- Review Process
    - Need to consider how far back to review - the most recent time the course was offered, not including courses in progress.
    - Will need to decide how many duplicate sections of the same course to review for higher volume courses.
    - Sections could be assigned to pairs of reviewers who must agree on all review standards; third committee member consulted in the event of indecision or disagreement on a review standard. Suggested group of three.
    - Possibly recuse reviewers from same college/program as faculty under review to avoid the appearance of bias.
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- Data compilation process
    - Data compilation issue will be resolved by the online form.
    - Swafford will report Excel file from Qualtrics. Roark will take lead on reporting to PRC.
    - Stone asked if this was secure since Swafford was using his own account. Swafford indicated that his account is password protected and backed up to cloud.

- Timeline
    - Swafford will clarify deadlines with John Montgomery.

- Review standardization and norming

- Campbell can lead norming discussions. Dr. Campbell to provide some sample courses to view.

- Communication
  - Instead of shared email account, Roark suggested taking a look at Microsoft Teams, which would allow for conversations and correspondence to be shared. Only if the group wants it.

New Business

- Surveys to be sent out from distance learning on Friday, Feb 1 to faculty and students: Strategic planning survey, and the Educause survey.

As May Arise

- Question was raised regarding faculty permission to access their online classes. Roark to ask question of Laurenz about whether we need faculty permission to access their classes. Will ask him to send a memo to the committee with his response.

- Question was raised on how far back to review courses as the standards were not approved until late Spring 2018. Should we limit review to those courses offered in the Fall 2018? Roark to ask Laurenz.

- Committee asked to bring laptops to next meeting.

Adjourn