

Minutes - Distance Learning Committee

October 4, 2021 4:00 p.m.

Virtual Meeting via Microsoft Teams

Present: Bramlett, Campbell, Demuth, Garrett, Lingnau, Montgomery, Nelson, Roark, Shaughnessy, and Shuler.

Not Present: Cole

Call to Order, Welcome

Old Business

- Approval of minutes
 - Past minutes were reviewed and approved unanimously by voting members present.

- Selection of Committee Chair
 - Due to recent and unfortunate passing of Dr. Koeppe, the committee requires the selection of a new chair. Roark suggested that Dr. Cole be considered as he was the previous runner up in the selection process. Nelson moved; motion seconded by Lingnau. Motion passed with 6 of 7 faculty members voting in favor.
 - Demuth indicated that Cole had a scheduling conflict with another committee. Roark indicated he would contact Cole to verify whether (a) he consents to serve as chair, and (b) a new committee day and time are necessary.
 - [Roark subsequently contacted Cole, who indicated that he would be willing to serve as chair if a new meeting time were selected. Committee indicated by email that the second Monday at 4pm was favorable overall. Roark rescheduled meetings accordingly.]

New Business

- Presentation and discussion: OCS Calibration Review Data
 - Campbell and Roark presented the findings of the calibration review and led discussion of areas of lesser interrater consistency.

- OCS review assignments for October
 - Roark indicated that he would assign 5 reviews for each reviewer to conduct by the next committee meeting, and would send details/instructions by email.
 - [Roark emailed instructions to committee on 10/7; reviews due 11/8.]

As May Arise

No additional items arose.

Adjournment (4:50)

Minutes approved 11/8/2021