

**Minutes - Distance Learning Committee**  
December 8, 2020, 4:00 pm, Virtual Meeting

Present: Campbell, Cole, Evaniuck, Koepp, Nelson, Roark, Shaughnessy, Shuler, Zhang, Montgomery

Not Present: Birkey, Bratcher

---

**Call to Order, Welcome (Roark)**

**Approval of Meeting Minutes**

- After name spelling errors were corrected, meeting minutes for October 13, 2020, were approved.
- After name spelling errors were corrected, meeting minutes for November 10, 2020, were approved.

**Old Business**

- Report from Online Subcommittee for Online Standards
  - Roy Koepp presented changes the subcommittee came up with and requested any additional changes.
  - Discussion over the term “LMS office hours” was changed to office hours to “office hours in a variety of formats” to be more inclusive.
  - Jayson Evaniuck raised concern with the term “personalized,” leading to committee discussion. Cory Cole clarified the rationale behind the change. After discussion, the term “personalized” feedback was changed to “individualized.”
  - “Provide course outlines” was discussed and added to the top bullet dealing with timeframes to the **must have** category of the rubric.
  - Ryan Roark provided the protocol and informal timeline for moving these changes forward.
  - Vote on recommended adjustments to the Online Standards - Vote carried
  - Ryan Roark indicated he would make some minor changes to reflect the new LMS (i.e., change Blackboard to Canvas) and then discuss the changes with Dr. Laurenz before final approval.
- Report from Online Subcommittee for Online Proctoring
  - Ryan Roark reported the previous work of the committee in determining the two proctoring organizations chosen for proctoring. Both companies are amenable to proctoring in the Spring with Canvas. When the subcommittee meets in February, the committee will discuss a survey instrument for faculty. Some work will occur over the break with configuring the proctoring tools to Canvas. By week 8 of Spring, there should be data to report to the larger committee.

**New Business**

- **University Council - Committee Governance**
  - Filling out the form regarding the structure, competencies, & governance of the Distance Learning Committee
  - Ryan Roark shared the file with the committee and provided a rationale behind the document. As a committee, the form was filled out. Ryan Roark

- reviewed the committee guidelines and details with the committee before questions were answered as a committee.
- Corey Cole raised the question of whether student representation was fitting for the Distance Learning Committee. Ryan Roark indicated elements of the committee work related to online standards are sensitive data for students and that student perspective could be procured if needed via survey outside of the committee.
  - The form was completed as a committee with agreement on each of the questions answered.
  - Spring Meeting Schedule
    - Discuss possible meeting days/times for the spring semester. Ryan Roark indicated the committee would identify the Spring schedule details the second week of January through a TEAMS survey.

**Any New Business As May Arise**

**Adjourned 4:47 pm**

*Minutes approved Feb 1, 2021*