

Minutes - Distance Learning Committee

November 8, 2021, 4:00 p.m.

Virtual Meeting via Microsoft Teams

Call to Order, Welcome

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

Not Present: None

Old Business

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

- OCS reviews for October:
 - Committee members are all on schedule to complete initial five reviews by today.
 - Questions on issues with course numbering and missing courses can be directed to Roark.
 - Program Review Committee has requested reports by first week in February
 - All reviews should be completed by January 31. Committee members can individually determine a timeline for completion.
 - Roark will send list of remaining reviews to committee members. Each member should have 14 additional courses to review.
 - Campbell will go through completed reviews and look for areas that did not align between reviewers and break any ties in data discrepancies. Roark will extract comments for departments to view.
 - Campbell suggested reviewers look at the course independently first. After an initial review, reviewers can schedule a short meeting to share and compare findings. If there is a disagreement, the one who found an item can share the location of that material in the course.
 - If Discussion Boards are in the course and there is engagement, they do not need to have an associated grade or points to fulfill the requirement of utilizing a Discussion Board.
 - There may be discipline specific reasons for not awarding a grade for Discussion Boards.
 - This type of inclusion offers students an opportunity to engage, even if the Discussion Board is not graded.
 - Nelson expressed appreciation for the documents that assisted in the review process.
 - Sections for comments in the review can be used to communicate how the course can improve as well as share observed elements. Brief comments that are positive or constructive will be helpful for programs.

New Business

- OCS review assignments for November. January
 - Discussed during Old Business
- David Burch, Distance Learning Coordinator, has decided to retire from higher education effective Jan 1. The backfill was approved and the job advertising was posted to Facebook, LinkedIn, and enmu.edu as of Nov 2. Roark is accepting volunteers for the search committee. An estimated timeline for interviews is January.

As May Arise

- Quality Matters Course Design Certification
 - After pausing QM certification efforts during the Canvas rollout, the Distance Learning Office is engaging in an ambitious plan to certify a significant number of courses this academic year. Campbell is leading the effort to certify over 25 courses the end of the spring term.
 - List of courses that are currently QM certified:

Course ID	Title	Professor
ACCT 551	Accounting for Managers	Deborah Corbin
AG 203	Crop Science	Lesley Judd
AG 221	Principles of Horticulture	Lesley Judd
ANSC 1120	Introduction to Animal Science	Ali Hussein
AVS 300	Aviation Law	Alice Harshey-Bischoff
EDF 501	Curriculum: Theory Into Practice	Alan Garrett
EDF 515	Theories of Learning Motivation	Alan Garrett
EDF 538	Instructional Design	Kathleen Wagner
ELED 511	Trends in Science/Math Education	Mary Daughrity
FIN 541	Managerial Finance	David Hemley
IS 500	Information Systems for Managers	Veena Parboteeah
NURS 502	Research Methods in Nursing	Susan Bassett
NURS 506	Ethical & Legal Views of the Changing Healthcare System	Susan Bassett
NURS 508	The Nurse Leader	Susan Bassett
NURS 512	Teaching Strategies for Nurse Educators	Susan Bassett
NURS 512	Teaching Strategies for Nurse Educators	Susan Bassett
NURS 514	Curriculum Development, Assessment, and Evaluation	Susan Bassett
SPED 501	Introduction to Exceptional Students	Kathie Good
SPED 505	Low Incidence Disabilities: Theory to Practice	Kathie Good
SPED 539	Classroom and Behavior Management	Kathie Good
SPED 540	High Incidence Disabilities: Theory into Practice	Rebecca Davis
SPED 548	Emotional Disturbance: Theory to Practice	Michael Shaughnessy

- Completing course reviews in Blackboard versus Canvas
 - Some programs have made significant changes to course design while some copied courses with minor adjustments to Canvas. In many cases, the feedback provided by the Distance Learning Committee will still be applicable and appropriate to Canvas.
 - Next year, reviews will be conducted in Canvas.
- Use of Online Course Standards for Mediasite
 - Bramlett and Roark shared that Online Course Standards can be utilized for Mediasite, but depending on how a faculty member uses Mediasite, not all guidelines may be applicable.
 - Montgomery added that, regardless of whether the Online Course Standards are utilized, accreditation and institutional standards of quality still apply. Instructors should attempt to do everything they can to support student success, regardless of course delivery modality.
- Next Meeting
 - The next Distance Learning Committee meeting will be held in January. Roark will be in touch to schedule a meeting time for the Spring semester

Adjourn (4:37)

Minutes approved 2/14/2022