

## **Minutes - Distance Learning Committee**

September 7, 2021 4:00 p.m.

Virtual Meeting via Microsoft Teams

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

Not Present: Campbell.

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### **Call to Order, Welcome**

#### **Old Business**

N/A

#### **New Business**

- **Welcome of new committee members:**
  - Roark introduced the committee's newest members and welcomed them:
    - Bramlett, Demuth, Garrett, and Lingnau
  
- **Selection of Committee Leaders**
  - Chair:
    - Cole self-nominated; Nelson seconded. Koepp nominated by Shaughnessy; Shuler seconded.
    - Koepp elected chair with 5 votes; Cole received 3 votes.
  - Secretary:
    - Shuler self-nominated; elected unanimously.
  - Faculty Senate Representatives:
    - Bramlett, Koepp, and Shuler serve on the Faculty Senate and can provide committee updates as appropriate.
  
- **Scope of Work 2020-2021**
  - Review/reporting of online course standards (required by Program Review Committee)
    - Roark provided overview of interface with Program Review, Calibration/Norming exercise, course sample, and OCS review process.
    - Roark plans to send additional information to committee in the week following this meeting:
      - OCS reviewer guide
      - Calibration/Norming exercise instructions
    - Course sample of approximately 100 courses, to be divided among 5 pairs of reviewers. Review will start after October committee meeting.
  - Discuss additional opportunities (committee's discretion)
    - Demuth inquired about faculty orientation. Roark provided background and context. Roark indicated that the creation of

orientation content could be included in scope of work if committee so chooses.

- Roark indicated that an immediate decision is not required but that committee should review the Distance Learning Strategic Plan and consider any items fitting for committee contribution this academic year. This decision can likely be made as late as November.
- Confirmation of Fall 2020 meeting schedule
  - Roark reminded the committee that invitations have been sent for the first Mondays in October-December.

### **As May Arise**

No additional items arose.

### **Adjournment (at 4:46)**

*Minutes approved 10/4/21*