

Distance Learning Committee 1/16/19  
Wednesday, January 16, 2019  
2:23 PM

Present: Swafford, Mazid, Weems, Sumption, Nelson, Xavier, Brinson, Bratcher, Campbell, Stone, Roark

Absent: Birkey

- Call to Order and Welcome
- Approval of Minutes
  - Minutes approved unanimously among members present at December meeting.

### **Old Business**

N/A

### **New Business**

- Minimum Standards Reviews – Plan for the following:
  - Integration with Program Review Committee
    - Communication of courses to review
      - Music, C&I, Nursing, Ed Studies, Math, HPE/FCS/AG among others. Will need conformation from PR committee on which courses are online.
      - Swafford will ask John Montgomery.
    - Reporting of findings back to PRC.
      - Reviews would likely need to be sometime between Feb 25 and Apr 22, but will need confirmation from PR committee.
      - Swafford will ask John Montgomery.
  - Review instrument
    - Roark will develop instrument based on the standards document, will circulate to the committee for input before the next meeting.
    - Will use neutral and consistent verbiage.
    - Binary ratings, as opposed to rating scales.
    - Provide recommendation/coaching verbiage for negative ratings.
    - Goal to begin sample review with instrument in 2 weeks.

#### Review process

- Need to consider how far back to review-
- Will need to see number of courses to be reviewed to know how we should sample which sections to review.
- 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.
- Online place to "Drop" reviews so they are collected in one place.

#### Data compilation process

- How to extract data from individual instruments into larger reports.

#### Data report structure

- Roark will take the lead on reporting.

#### Timeline

- Swafford will clarify deadlines with John Montgomery.

Review standardization and norming

- Swafford and Roark will randomly select some courses for norming.
- Dr. Campbell can lead norming discussions. Dr. Campbell to provide some sample courses to view.

Communication

- Roark will request shared email address for committee so that we can track correspondence in one location.

Adjourn