

## **Distance Learning Committee**

September 25, 2019

Minutes

**Present: Bratcher, Campbell, Miller, Nelson, Roark, and Swafford**

**Not present: Birkey, Montgomery, Stone, and Sumption**

Call to order and welcome

Past Minutes approval – tabled until quorum of voting members present

### **Old Business**

Status of new members – discussion tabled

Committee member terms - discussion tabled

Course standards review schedule and workload estimate – Roark reviewed sample with committee. ±130 courses will need to be reviewed by early-mid Spring semester. Swafford noted that four CW AG courses should be removed; Roark will make that correction.

### **New Business:**

Online course standards reviewer guide – Campbell presented overview and asked for feedback. Members present indicated that guide seemed clear and helpful, especially for new reviewers. Committee will pilot the guide during the calibration exercise and provide any feedback for refinement.

Accessibility faculty workshop update – Roark shared that the workshop should be finalized this week. Laurenz recommends a pilot, perhaps involving the committee and the Nursing faculty, for the purpose of collecting feedback and refining the workshop before releasing to the larger faculty audience.

Calibration exercise – Roark will coordinate and email details to the committee this week.

Next meeting scheduled in two weeks – Roark will send meeting invitation.

Adjourn

*Minutes approved 10/9/19.*