

Minutes - Distance Learning Committee

September 15, 2020, 4:00 p.m., Virtual Meeting

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

Call to Order, Welcome (Roark)

Old Business

- N/A; this is the first meeting of AY 2020-2021

New Business

- **Selection of Committee Leaders**
 - **Chair:** Koepp nominated by Nelson, seconded by Shaughnessy. Koepp elected unanimously by faculty members present, Koepp abstaining.
 - **Secretary:** Evaniuck nominated by Cole, seconded by Shaughnessy. Evaniuck elected anonymously by faculty members present, Evaniuck abstaining.
 - **Faculty Senate Representative:** Shuler identified as a committee member currently serving on the faculty senate and agreed to serve as the senate representative for the committee.
- **Scope of Work 2020-2021**
 - Based on input from Program Review Committee, this committee will not need to collect or report data regarding ENMU Online Course Standards.
 - Committee discussed topics to address from the Distance Learning strategic plan, and agreed to the following topics.
 - **Fall 2020:**
 - Develop guidelines for faculty presence and interaction in online courses. To be addressed by subcommittee for engagement: Campbell, Cole, Koepp, Montgomery, Shuler, Zhang.
 - Discuss online proctoring requirements and practices. To be addressed by subcommittee for online proctoring: Birkey, Bratcher, Evaniuck, Nelson, Roark, Shaughnessy.
 - Subcommittees were asked to develop their assigned topics and provide a progress report at the next committee meeting on October 13.
 - **Spring 2021:**
 - Recommend topics/components/structure of a mandatory orientation intended for faculty, including adjuncts, to complete prior to the first semester they teach for ENMU.
 - Recommend topics/components/structure of an online, on-demand student orientation to the LMS and other technologies.
- Confirmed Fall 2020 meeting schedule with committee members.

Adjourned 4:50pm

Minutes approved Oct 13, 2020.