

## Edison Online - All Staff Meeting Agenda - April 6, 2012 - 10:30 am

- **Financial Aid (Barry Paine, Director of Financial Aid)**
  - Attendance Verification Discussion
    - Students must be confirmed before financial aid can be released.
    - Make sure students are attending the courses they are registered for (not as big an issue for traditional 4-year schools). This is not always the case with ESC students.
    - If attendance is not reported (listed as 0) for a course the student is registered for, ESC puts a disbursement hold on their account. Hold remains until resolved/ reported.
    - Any "0" reported will place a hold on the account.
    - Question: Does the student know which professor did not report their attendance?
      - Answer: Financial Aid can tell in portal and information is passed along to student in portal (if not, they can call Financial Aid and this can be confirmed).
    - Holds can be in place for a number of reasons other than attendance.
    - Barry prefers to go back and allow faculty to withdraw a student from a course if they do not attend. This is up to Academic Affairs. This is what most schools do.
      - Some students assume they will be dropped if they don't attend.
      - Changing communications with students. If you don't drop, you will have to pay for the course.
    - Online classes can be challenging to verify attendance.
      - Andrea shared our current syllabus sample text.
    - If student stops attending the day after verification, does student keep the financial aid?
      - No, instructor must enter last date of attendance in order to enter a failing grade.
      - **Return to Title IV Calculation** - determines what student owes for not completing the course/not attending.
      - Puts a hold on student's transcript if not paid.
    - What if a student withdraws from the class?
      - Does not affect their financial aid.
      - Pell grants adjusted accordingly.
      - Students keep aid if they meet student academic satisfactory guidelines (?).
      - If not, student may lose aid in future semesters.
    - Balancing act. 10,000 students received aid in spring semester.
    - Online fraud is a concern at state level.
      - Need to implement security measures.
      - Gina Doeble and Jason Dudley looking at this now.
      - What % of students are 100% online? (Dobin and Kevin looking into this.)
    - Drop - only a class dropped during first week of semester. Not on transcript.
    - Withdraw - after the first week; student will be charged. On transcript.
      - Late Refund/ Late Drop - Students apply for this. Must be approved. Treated as a drop.
      - Late Withdraw - After official withdraw date in academic calendar.
    - Banner enhancements coming to help monitor student academic progress.

- Enrollment status and eligibility determined when looking at courses that count toward their actual program only (after 24 general electives). Courses must fit into the academic program.
    - Lab fees are included in financial aid (tuition and fees).
    - Looking at budget for online students (comes back to status as “online” student).
- **Dobin’s Updates**
  - FDLC - Issue with out of state students has returned.
    - Registration must identify out of state students and not allow them to take online courses.
    - May affect military students.
    - Dobin meeting with Jason Dudley and Mark Lupe to discuss how this will be handled.
    - Contact states of existing students to see if they can be grandfathered in.
    - DOE made the ruling. Ruling was challenged.
  - FDLC - Dobin asked for help developing a contract for textbook adoptions with publishers.
    - Adoption period (availability of books/editions).
  - Textbooks
    - Dr. Harrel may allow all FT professors to pick their own textbooks.
    - Academic standards committee is also reviewing textbook adoption COP.
- **Dean’s Update (Mary) -- *Mary will not be present and did not provide any updates to share.***
  - Updates
    - Building funds?
    - Online Faculty - any more information about this?
    - Thoughts on Spring Faculty Institute.
- **EOL Staff Retreat Follow-up -- *We will postpone until Mary is present.***
  - 5 Dysfunctions of Team (book) - *May have an activity this week or begin some follow up activities in April.*
- **EOL Staffing Update**
  - George will be leaving us soon :-)
  - Hope to make an offer to a new course designer (waiting on HR).
  - Still no luck in finding a new trainer.
  - Technical Support position was approved!!!
  - Stefanie - on contract until August to help with course design. Need signed contract buy EOD to send for BOT approval.
- **EOL Guidelines and COPs (Dobin)**
  - COP revisions - Dobin is working on these.
    - First COP is going to be sent to Dr. Harrel soon.
  - Procedures/Guidelines - moving ahead with these now that SACS visit is finished.
    - Developer, Instructor Checklists -- Share Google Doc link to everyone: <https://docs.google.com/spreadsheet/ccc?key=0AlmhuI31zhpHdFVSRU1jMEYzTlg2TFJqcExSWkhqZ3c>
- **Design & Training**
  - Canvas Communication and Marketing
    - Campus visit dates.
    - Anyone look over the documents Catherine sent.
    - Kindle Fires as prizes.
  - Training
    - Ongoing; Canvas Cohort 10 begins Monday.

- Canvas Course Migrations (Mel)
  - Migrations are based on cohort participants.
- Canvas Integration
  - Dobin working with Mike and Danny.
- Development
  - Submitted memo to board for summer/fall course development.
- **Testing**
  - Verifying final exam information.
- **Committee Updates -- as needed**
  - ESAC
    - ESAC is going to use Canvas.
    - GreenFest - eco Friendly committee.
    - Upcoming elections.
- Kaizen Schedule will be as follows:
  - *January: Stefanie Sanders*
  - *February: Canvas K-12 video*
  - *March: Dobin Anderson*
  - *April: Mel - Good Mood video: [http://www.youtube.com/watch?v=5\\_sfnQDr1-o](http://www.youtube.com/watch?v=5_sfnQDr1-o)*
  - *May: Susan DeNicola*
  - *June: Rona Axelrod*
  - *July: Andrea Posner*
  - *August: Scorpio Welch*
  - *September: Robert Shannon*
  - *October: Mary Myers*
  - *November: Melissa Rizzuto*
  - *December: TBD*
- **Next Meeting: Friday, 05/04/2012 (first Friday of every month)**

#### **ATTENDANCE:**

- Dobin Anderson
- Derek Brylanski
- Susan DeNicola
- Andrea Posner
- Melissa Rizzuto
- Stefanie Sanders
- George Schwigk
- Robert Shannon
- Matt Swearingen
- Kim Turano
- Scorpio Welch
- Guest: Barry Paine

#### **ABSENT:**

- Rona Axelrod
- Mary Myers