

## Edison Online - All Staff Meeting Agenda - December 2, 2011 - 10:30 am

- **Dean's Update (Mary)**
  - SACS
    - Draft report up on the web site
    - Errors have been corrected and sent to SACS
    - Permanent report will be sent to us
    - Recommendations must be prepared by April (two consultants being hired)
  - Attendance Verification
    - Meeting with Finance, Gina Doeble, Mark Lupe
    - DOE Letter about new fraud
      - People stealing SSNs from nursing homes
      - Registering for courses online
      - Never attending; taking financial aid money
      - Government concerns
    - Set up meeting to brainstorm how to address concerns
      - MANDATORY: **3 activities** in online courses that must be completed within first 10-days
        - Guidelines for types of activities
        - Discussions, quizzes, etc
        - Tracking compliance for all courses/faculty
      - Faculty/Instructors must make sure a live student is participating
      - Statement in syllabus; students will NOT be verified if not completed
      - Convene e-Learning committee to discuss
        - Rona will contact committee
        - Dobin suggested polling them/sending a survey with list of possible activities that count for verification
    - IT is looking into patterns in email addresses to prevent registration
      - Security checks prior to registration?
      - Reports on trends/patterns (i.e. many applicants from one outside city/state)
    - Process started or in place by Spring, Policy solid in place by Summer (at latest)
      - Memo of intent before break (include future items)
      - Design & Training will draft memo with e-Learning committee members (email draft)
      - Memo sent to cabinet for approval in January 2012
    - FDLC - what are other schools doing?
  - Any other items
- **EOL Guidelines and COPs (Dobin)**
  - COP revisions - Dobin is working on these.
    - COP 03-0805 Draft (Edison Online: General Course Operating Procedures)
    - Mary suggests changing "should" to "shall"; "minimum" to "maximum" (response time).
    - Recommended changing response time from "48-hours" to "24-hours" during the week.
    - Brainstorm list of reasons for certification being revoked (existing COP revisions):
      - Attendance Verification
      - Final grade submissions
    - Mary will take this COP to cabinet for approval.
    - Send draft of COPs to eLearning Comm.
    - Attendance Verification Policy will be added.
  - Procedures/Guidelines - moving ahead with these now that SACS visit is finished.

- Syllabus posted on EOL site
  - Inclusion of class weekly schedule in the syllabus before it is uploaded. Yes or No?
  - How detailed should this need to be?
  - Perfect world: one syllabus uploaded for fall (general); not upload again until new course, next academic year, book changes.
  - Schedule a future meeting to discuss ideas for syllabi.
  - Drop dead date: Complete, full syllabus must be posted online and in the course by first day of classes for the semester.
- **Canvas: Training & Migration Updates (Trivi & Mel)**
  - Training (Trivi)
    - Cohort Update
      - Cohort 3 - began 10/31
      - Cohort 4 - QM reviewers - began 11/28
      - FYE Cohort (Dobin)
    - Canvas Self-Assessment in progress for Cohorts 3 & 4
      - Three completed so far
      - Have provided comments on the training
        - Why will this help me in my course?
        - How is this useful for me?
          - Will be addressed by merging best practices/pedagogy into the Canvas training course.
        - Love Rich Text Editor, uploading videos, LaTeX
        - Add more generic students in sandbox
          - Trivi will look into this and plan for this in future cohorts
    - CE6 Grading and Training will continue only on as-needed basis (case by case)
    - All New Online Instructors for Summer will be in Canvas
  - Course Migrations (Mel)
    - Tentative migration/Training plan will be ready in January (or sooner)
      - Full-time faculty not teaching online want to be trained
      - Mary is hearing good things and buzz about Canvas.
      - Continue developing communication plan; post information on EOL site, include form to request training.
        - Send memo to entire college - Online first, Ground, Blended later
        - Post cohort training model on web site
    - Based on instructor preferences, course development, and textbook changes: <https://docs.google.com/spreadsheets/d/1ZcFQY255clZ5cUVOamdwaHc/edit#key=0AlmhuI31zhpHdHRfX1IZcjFQY255clZ5cUVOamdwaHc>
    - Checklist and plans are shared in Smartsheet
  - Discussion on hiring a ground/blended course designer
    - Specific to a department on campus?
    - Housed in EOL department
  - "I Use Canvas" ideas
- **Proctored Testing (Mel & Dobin)**
  - Final exams for Fall must end on 12/8; Test settings verified by 11/28 (Dobin, Mel, Rona)
  - Policies: review testing policies from Seminole State College and other schools
  - Remote Proctors: Proctor U pilot (Dobin), Kryterion another option
  - Further brainstorming for improvement after Winter Break

- **Sloan-C (Trivi & Mel)** - Share some highlights
- **Canvas Resource Courses (Jackie)**
  - Voting Update for Name
  - Resource Courses - begin development to launch in 2012
- **Committee Updates -- as needed**
  - Susan DeNicola (Health & Wellness Committee)
    - OMNI Club offering free membership for December for Edison State College employees; will offer discounts in January also.
- **Farewell for Jackie/End of Year Celebration**
  - Bowling at Gator Lanes
  - Date/Time: 12/9/2011 from 5 pm until whenever
- **An Introduction to the Kaizen Philosophy of Continuous Improvement (Kim)**
- **New printer/copier is installed.**
  - Computers will be mapped in the afternoon on 12/2.
  - Training will follow next week.
  - Tray 1 - regular paper; Tray 2 - special paper
- **Next Meeting: Friday, 01/06/2011**
  - **Kaizen Volunteer?**
    - Trivi - discuss TeamViewer?
      - Trivi agrees to present on TeamViewer.
    - Future assignments for monthly meetings