e-Learning Committee

Meeting Minutes

Date: Sept 18, 2015, 12:00 PM – 1:00 PM

Locations: Lee AA-168

Charlotte J-118

Collier M-201A

VRM # 8033214

		Present	Absent	Excused
Rozalind Jester	Chair (PAS)	X		
Ellie Bunting	AHSS	X		
Brad Holley	AHSS	X		
Frank Dowd	ASLR	X		
Alisa Callahan	B&T	X		
Deborah Johnson	B&T			X
Julia Kroeker	ED	X		
Marti Jenner	HEALTH	X		
Rona Axelrod	PAS	X		
Peggy Romeo	PAS	X		
Joan Van Glabeke	PAS	X		
Mary Myers	TIFDOL	X		
Robert Anderson	TIFDOL	X		
Rebecca Yost	TIFDOL	X		
Jason Dudley	IT Staff	X		
Laura Antczak	Student Affairs			X
Guests: **Tina Davis**	TIFDOL	X		

I.   Welcome to 2015-2016
   a. Meet our new committee members - Welcome Brad, Frank, Julia, Rebecca, Jason & Laura! We are grateful for your willingness to serve.
   b. Update: C.O.P. 03-0805 has been forwarded to the President's Cabinet for approval

II.   Committee goals for 2015-2016
   a. Finalize and publish TIFDOL guidelines on website
   b. Research and make recommendation to VPAA for online faculty evaluations
   c. Establish protocol for tracking professional development
   d. Assess effectiveness and participation in mentor course
   e. Review and update procedures for new course review process

III.   Review of TIFDOL Guidelines
   a. Committee recommends adding an introductory statement or paragraph to clarify the purpose of the guidelines. Roz will draft the paragraph based on discussion and forward to committee for edits.

b. TIFDOL Guidelines for Final Grade Submission and course Conclusions – minor update to reflect the recent administrative change that gives the Schools oversight of online courses.

c. After guidelines are published the committee recommends:
   i. Notify all online faculty. This could be done via Faculty Senate, Instructor Information Station and/or Canvas notification/email
   ii. Add guidelines to the Teach course for faculty going through certification
   iii. Add to beginning of Mentor course for new online faculty

IV. Faculty Evaluation

a. There is a need to develop procedures for evaluating online faculty, especially now that some full-time faculty teach exclusively online (e.g. School of Health Professions). This committee is charged with making a recommendation to the VPAA that includes suggestions for updates to the Faculty Evaluation Handbook.
   i. Suggestion by Dr. Wright – add a section to the handbook with instructions specifically for online faculty. Online faculty evaluation should be incorporated into the current evaluation procedures and portfolio.

b. Classroom observations – ground faculty undergo classroom observations by their dean during their comprehensive evaluation year. There was an extensive discussion about the logistics of online "classroom" observation and also the value of this in online courses where the content is already present. How do you observe "teaching" in an online course?
   1. Ideas for how to observe – use "observer" role in Canvas
   2. Ideas for what to observe – screenshots of course content, course analytics
   ii. Concerns included:
   1. The evaluator should be done by someone with expertise in online education. Are the School Deans willing and able to navigate "observations" in Canvas?
      a. Dobin suggested a possible solution – download the course analytics and submit report to appropriate dean.
   2. Interactions with students that take place "outside" of the course (e.g. Canvas messaging, email, phone, etc).
   3. Can "observers" view the instruction that occurs in ancillary programs like My Math Labs, Mastering, etc.

c. Committee concluded that we need to complete research on how other colleges evaluate online faculty and best practices.

V. Faculty profile pages

a. Jason provided an update on profile pages for faculty. The new platform will begin testing in November and roll out in January 2016.

ACTION ITEMS
1. Roz – draft TIFDOL guidelines introductory paragraph and post on e-Learning committee Canvas course for discussion.

2. Dobin – create a screencast video presentation to show the committee what parameters/statistics are available to be used for "classroom observations".

3. Frank & Roz – provide committee with a summary of best practices for evaluating online faculty (literature review).

4. Peggy & Ellie – review contracts at other colleges to determine current practices for evaluating online faculty.

5. Marti – share progress on the course design review of BSN courses.

6. All committee members – review discussion board for TIFDOL Guidelines

Meeting was adjourned at 1:00 pm. The next meeting is scheduled for Friday, Oct 16, 2015 at 12:00pm.

Respectfully submitted by Rozalind Jester