e-Learning Committee

Meeting Minutes

Date: Oct 16, 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: **Susan Hibbard**	Research, Technology, & Accountability	X		

I. Minutes of Sept 18, 2015 meeting approved

II. Guest presenter Susan Hibbard, Director, Effectiveness and Accountability
   a. November 3rd is the next deadline for ARC proposals. (Susan Hibbard)
   b. Charlotte Collegiate High School Science Instructor is piloting a faculty evaluation model (USF Doctorate Candidate Dissertation work).

III. TIFDOL Guidelines
   a. Guidelines have been reviewed and approved by Dr. Wright. He suggests that the grading policy (14 day turn-around time) is too liberal.
   b. Committee finalized and approved an introductory statement to the guidelines.
   c. Roz will submit a request to the webmaster to post the TIFDOL Guidelines at www.fsw.edu/tifdol.
   d. Committee approved the motion to add the following as a fixed agenda item: "Suggestions/Feedback on TIFDOL Guidelines."

e. Need to announce the guidelines. Suggestions included an announcement in Faculty Senate and also on Canvas to all instructors. eLearning Chair will be the point person for collecting faculty input.

IV. Discussion of faculty evaluation
   a. Roz provided update on literature review. The challenge with evaluating online faculty is separating course design from instructional review. Instructional review should focus on the quality (not quantity) of communication, as well as adequate information about the instructor and course expectations.
   b. Peggy & Ellie provided an update on other college's contracts and online faculty evaluation. Most college's treat online evaluation the same as traditional classes.
   c. Dobin demonstrated the analytics available for classroom observations in Canvas. A ticket has been submitted to fix the current bugs. Until those are fixed this tool for evaluation should be used with caution.
   d. The following was suggested for classroom observation of online faculty:
      i. Have a face-to-face meeting (or webinar) between faculty and administrators.
      ii. Faculty can select the elements of their course that they would like to highlight.
   e. In order to facilitate the creation of "classroom observation" form we will work in self-selected groups on Canvas.
      i. Create Canvas groups which align with TIFDOL guidelines
      ii. Committee members can sign up for a group in which they can contribute to the research.
      iii. Next meeting we can break-out into our groups and start to develop an evaluation rubric.
   f. A presentation on faculty evaluation at the 2016 Online Learning Consortium Conference is available to stream (after live presentation) for registered participants. "Evaluating Online Faculty" 10/16/2016 11:45am EST.
      i. Committee will review recent book authored by presenter:
         Tobin, Thomas J., B. Jean Mandernach, and Ann H. Taylor. *Evaluating Online Teaching: Implementing Best Practices*. 1st ed. San Francisco: Jossey-Bass, 2015. Print.

ACTION ITEMS
   1. Order more copies of *Evaluating Online Teaching*
   2. Roz – submit request to publish guidelines online to webmaster
   3. All committee members – sign up for group discussion

Meeting was adjourned at 1:00 pm. The next meeting is scheduled for Friday, Nov 20, 2015 at 12:00pm.

Respectfully submitted by Rozalind Jester