**Academic Technology Committee**

**October 21, 2017**

**Minutes**

The meeting was called to order and minutes from the April 2017 meeting were approved.

Roz Jester updated the committee on the new structure for FSW Online including her new position as Director of eLearning.

The committee is charged with coming up with a compensation model and process for online course development. There was much discussing regarding the Dr. Stewart’s desire to have different levels of compensation for course development. Last year Wendy Athens presented a possible model which aligned with the Quality Matters rubric. The committee felt this was a little too complicated so a sub-committee was formed to work with Roz to create a document to share at the next meeting.

The process for online course development was also discussed. The CNA has spelled out how the process works so the committee’s recommendations will have to align with the contract. According to the contract, online course development begins with a discussion between the department and the dean. Once a course has been designated as needing development or redesign, the dean issues an RFP to all faculty. If the course is a redesign, the original developer has right of first refusal. Faculty are selected for the design team based on interest and experience. Presently there is no specific certification needed for course development (other than online certification).

Roz presented a timeline for course development designed to help FSW online manage the workflow and insure that the course designers have ample time to develop a course. There was discussion on whether or not the faculty designer should be paid in increments rather than at the end of the project. The subcommittee will address this in their proposal.

A motion was passed to create a faculty coordinator position for online instruction. This position would work with FSW online to assist faculty with the online courses. The duties will need to be outlined clearly in a job description as well as the number of coordinators each school will need. This will most likely be determined by the number of online courses offered and the online enrollment. We can probably use the present contract language for coordinator for the compensation part of the job.

The meeting was adjourned. The subcommittee’s draft proposals will be available on Canvas prior to our next meeting.