September 2013 Distance Education Minutes

Present: John Reho, Dave Stoffel, Lisa Ingram, Debbie Cresap (by Phone), Victor Magray, Jennifer Kriechbaum, Pam Sharma (Chair).

**Approval of Minutes:** With the exception of John Reho and Pam Sharma all attending members were new to the committee. Pam Sharma explained the items discussed during the last meeting. Motion to accept the minutes was made by John Reho and seconded by Dave Stoffel. Minutes were approved as presented.

**Quality Matters and Online Course Request Form:** Questions on the application of the quality matters rubric in evaluating new online courses were discussed;

One of the questions was related to the review process. John asked if the online course review process is Formal or Informal. There were different opinions; two members who recently (summer and fall) reviewed courses believed the process is an informal process. One of the members thought it was a formal process. Based on Distance Education Coordinator’s email dated April 26. 2013 and the Online Course Review Process (In Draft Form), review of the courses is an “informal process”. Distance Education Committee Chair did not receive any update on when the informal process changed to a formal process. The Online Course Request form available on the Web lists the process as informal process.

Another question was related to the application of the review process. Online Course Request Form, a two page document contains New Online Course Request (OCR) form and the online course review process. Online Course Review process is still in Draft form pending resolution of questions related to a lack of support and resources available in applying quality matters standards, insufficient pool of peer reviewers and Subject Matter Experts, criteria for selecting review team, and the role of DE coordinator in the course review (during previous discussions, Distance Education Coordinator serving as the peer reviewer was debated extensively). A lack of peer reviewers prompted the DE coordinator to serve as the peer reviewer in one of the courses in fall 2013. Faculty is encouraged to participate in peer reviewer training. Pending questions on the review process need to be addressed.

**Online Course Procedure (Work Load):** According to the Online Course Procedure (approved 2010), The section under Faculty Load reads:

“**III. Faculty Load –** Online courses may be taught either as part of a regular load, overload, or by part-time faculty. Full-time faculty members may teach up to two courses (6-8 credits) online as part of their normal course load. Exceptions may be requested through the Division Chair and recommended to the VPAA for approval. Courses may be taught as an overload with overload limits as per traditional courses. All faculty assigned to teach online courses will successfully utilize the official course management system.”

Full time faculty is restricted to teach two (2) online courses. How does this restriction affect the full time faculty work load when programs will be offered online?

**HLC Final Report:** Pam Sharma distributed a part of the HLC report pertaining to the Online Program Approval and the impact of the approval on faculty, organizational structure for leadership of online instruction, and the selection of online programs. Committee was encouraged to review relevant sections (Page 26 – 32 of HLC final Report) for discussion during the next meeting.

**Online Program and the Role of Distance Education Committee:**

Pam Sharma indicated that she has not received any information or communication from VPAA or the Distance Education Coordinator. Kim Paterson was not present to provide any details.

**Adjournment:** Meeting adjourned 3:45 PM. Next meeting is scheduled on October 25, 2:00 PM.