

University of Mary Washington

Distance and Blended Learning Committee

Academic Year of Fall 2015-Spring 2016

Meeting Date: 11-11-15

Meeting Location: Monroe 115

Members in Attendance: Debra Hydorn (CAS), Sarah Morealli (CAS), Andrew Marshall (CAS), Jeff McClurken (Ex-Officio), Paul Boger (Ex-Officio), Hall Cheshire

Time of Meeting Start: 2:01pm

Meeting Business:

Proposal Discussions:

1. *GEOG 102* : The committee accepts this proposal.
2. *THEA 111*: The committee advises the applicant to revise and resubmit this proposal.
3. *MATH 120*: The committee accepts this proposal.
4. *HIST 314*: The committee accepts this proposal.
5. *ENG 375XX OL*: The committee accepts this proposal after clarifying a few statements in the syllabus.

NOTE: Debra Hydorn (committee chair) discussed *INDT 531* and *EDSE 538* with the Provost's office and based upon the recent restructuring of the College of Education, the committee has decided to review the proposals for *INDT 531* and *EDSE 538* despite their late submittal.

6. *INDT 531*: The committee accepts this proposal with the expectation that all issues will be addressed and administered before the start of the course (in the spring 2016 semester).

The committee has suggests including more information about how technology will be used in the course and to clarify the course text and course assignments

7. *EDSE 538*: The committee accepts this proposal with the expectation that all issues will be addressed and administered before the start of the course (in the spring 2016 semester).

The committee has suggests providing more detail how the instructor will incorporate the values of a liberal arts curriculum in the course, include specific due dates, how assignments will be submitted, and clarify student expectations.

Based upon the 7 proposals above, the committee discussed:

- Should we require instructors to:
  - state that the textbooks are “available at the bookstore?”
  - Add a specification about online testing and the honor code?
  - Include sending welcome letters to the students before the course begins?
- If the committee should further discuss how we will handle a situation in which a new instructor submits an inadequate proposal to teach a previous approved online course.
- Should the committee recommend faculty include a statement about appropriate connectivity (sufficient bandwidth) to interact in an online course?

“Second chance deadline”

The committee was encouraged to add a new deadline for Summer 2016 online course proposals. It will be January 11<sup>th</sup> 2016.

In the future, the committee would like to clarify the following policies:

- The committee decided to clarify that if you are teaching the same online course again, the instructor does not need to resubmit their course proposal
- The committee feels that it is acceptable for instructors with different on-line teaching experience to co-teach an on-line course.
- If an on-line course is to be taught by an adjunct, the department chair should submit the proposal on behalf of the adjunct. If an adjunct has not been hired yet, the department chair should submit the proposal first. When an adjunct is hire, a provisional proposal should be submitted.

PTAC Faculty Survey

The committee will examine the results when they come in.

Upcoming Dates:

Majority online course proposals for Fall 2016 are due to me via email ([dhydorn@umw.edu](mailto:dhydorn@umw.edu)) by 1/30/2016 at 5:00 pm (we can change this date, it's a Saturday)

Time of Adjournment: 3:39pm