University of Mary Washington
Distance and Blended Learning Committee
Academic Year Fall 2016 – Spring 2017


Meeting Date: February 27, 2017.

Meeting Location: HCC 427.

Members in Attendance: Sarah Morealli (CAS), Andrew Marshall (CAS), Steve Greenlaw (CAS), Debra Schleef (CAS), Paul Boger (Ex-Officio), Mary Kayler (Ex-Officio) and Jeff McClurken (Ex-Officio).

Time of Meeting Start: 2:00pm.

**Meeting Business**:
Course Proposals:

- CAS:
    - NURS 310 (submitted by Janet Astarthi-Dugan)
        - This course was resubmitted to the committee.
        - Action: The committee approves the proposal.
- College of Business:
    - MBUS 570, MGMT 301, MGMT 425 (submitted by Kim Gower)
        - The committee had previously requested that Professor Gower elaborate on the incorporation of the liberal arts values before teaching MGMT 301 in the fall.
        - Professor Gower submitted updated course proposals to the committee with elaboration on the incorporation of the liberal arts values.
        - Action: The committee accepts the updated courses.

Other Committee Business:
1. The committee was notified by the Sociology Department that SOCG 371A1 and SOCG 371Z may need to be moved online due to an instructor emergency.
    a. Action: Sarah Morealli will contact the Sociology chair to discuss the situation and how the committee may aid in the situation.
2. Majority/Hybrid Online Program Proposals:
    a. The proposal documents have been sent to the UFC for review.
3. MSN Program:
    a. The committee discussed the development of the new online MSN degree in the Nursing program.
    b. No courses have been developed yet.
    c. CAS Dean Dr. Finkelstein will attend the next committee meeting to discuss the new program.
4. Streamlined Approval Process

a. There was an inquiry to the committee on whether it would be possible to develop a streamlined process for faculty who have taught online and have had previous courses approved.
   b. The committee discussed the topic and it was noted that the process is already rather streamlined for such faculty compared to faculty without such experience where the process encourages reflection on the online teaching environment and the challenges/benefits of such an environment.
   c. The committee did question whether the process of developing an online proposal was being accounted for in adjunct pay.
      i. Action: Jeff McClurken will follow up on this question and we will discuss this topic in the next meeting.
5. The committee discussed the topic of developing and encouraging accessibility in courses. Several ideas were discussed on how the committee could be more proactive in this area. Included in these ideas was the possibility of creating a set of references or resource pointers for faculty developing courses.
6. The committee will develop a boilerplate document of basic computer requirements for online courses.
7. The committee also discussed the online course database and possible discrepancies between the database and the registrar's office. The committee will continue to work on this issue with the collaboration of the registrar's office.
   a. Action: Andrew Marshall will develop a template for committee meetings to ensure that all the information needed is included in future minutes.

Meeting Adjourned at 3:34pm
Next meeting: April 3rd 2:30-4PM