

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

Meeting Date: August 23, 2016.

Meeting Location: HCC 427.

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

Time of Meeting Start: 3:00pm.

**Meeting Business:**

Course Proposals:

- College of Education EDSE 537.
  - The committee did not receive the proposal in sufficient time to review before this meeting. The committee agreed to review the course and submit their recommendations via e-mail by 8/25/2016.

Other Committee Business:

Spring Proposal Deadline: The committee voted unanimously to extend the Spring 2017 proposal deadline to Sept 12<sup>th</sup> 2016.

The committee discussed the “Online syllabi Examples for Student Support Services” document submitted to the committee by Paul Boger. The committee agreed that the document should be placed on the committee website as a resource for proposal development.

- a. Action: Place the “Online syllabi Examples for Student Support Services” document on the UDBLC website.

The next area of discussion concerned the need to ensure that all the proper policies are followed when submitting and teaching an online course. The focus was on ensuring that instructors know that they must submit a proposal if they are teaching a previously approved course for the first time. There is a need to both more effectively communicate this point and ensure that it is being followed. The committee will explore the following options:

- a. A conversation with the registrar’s office on how we could better track and detect such errors and what methods they are currently using.

- b. Should the committee develop its own database, which then could be used for such tracking?
- c. Begin a review of the previous two to three years of courses to ensure that 50% online courses are always seeking committee approval.
- d. Discussions with the heads of the various majority online programs to better communicate the policies.

The committee is in the process of developing a new proposal document for majority online programs. Recent comments from the UFC on the draft document were discussed along with feedback and suggestions from various committee members. The committee will continue the discussion and development and revisit the document at the next meeting.

- a. Action: All committee members should review the current version of the document and send comments/suggestions to the rest of the committee.

The President's Technology Advisory Committee (PTAC) survey indicated that there was not strong interest in the faculty for teaching online/hybrid courses. It was noted that perhaps one reason for some of this reticence could be a lack of awareness among the faculty of the support available for developing online and hybrid courses. A question for future discussion was how to better communicate this support to the faculty.

There was a discussion on courses that offer optional in person lectures, where the student would have the option of an online or in person lecture. It was noted that the federal authentication rules could still be applicable and the authorization form would still have to be submitted. This brought up the question of how seat size for a course is defined. The committee will examine this question in the future.

Finally, the committee discussed several small items including possible changes to federal guidelines, identifying exceptional past proposals to place online as examples, and a correction to wording in the instruction form.

- a. Action: Correct wording in the instruction form to note that you only need to resubmit the online authorization form for a previously approved course if the method of authentication changes.

#### Announcements:

Committee meeting dates, location to be determined:

- September 14<sup>th</sup> 2:00pm.
- October 12<sup>th</sup> 2:00pm.
- November 16<sup>th</sup> 2:00pm.

Meeting Adjourned at 4:12pm