

Distance & Blended Learning Committee Minutes of the 8 February 2013 Meeting

present: Alan Heffner (Alan), Gail Brooks (Gail), Steve Greenlaw (Steve), Jim Groom (Jim), Marjorie Och (Marjorie), Ron Zacharski (Ron) absent: Paul Boger, Teresa Coffman, Greta Franklin, Mary Kayler. 1. We reviewed and commented on the following proposals for Summer 2013 (Since he could not attend the meeting, Paul Boger sent his comments via email):

Debra L. Hydorn: Math200 Introduction to Statistics

Kimberley L. Kinsley: MBUS/MMIS 558 Legal and Regulatory Environment of Technology

Jason Matzke: PHIL 226: Medical Ethics

Jason Matzke: PHIL 210: Social-Political Philosophy

Marjorie Och: ARTH 115A Introduction to Western Art II

Mara Scanlon: ENGL 375A6 Modernism, Poetry, and Periodicals

Melanie Szulczewski: EESC 330 Environmental Regulations Compliance

Steve will pass along our comments to those proposing the courses. 2. We will discuss the online course proposals for Fall 2013 at our next meeting. 3. There was a general discussion about the need for a student guide to taking online courses. Gail says Germana has a good guide

(http://www.germann.edu/Students/Distance_Learning/index.asp) 4. There was a general discussion about the perception some people have that the class size of online courses can be extremely large and the benefits of online courses with enrollment limits.

UMW Distance & Blended Learning Committee Report on Online Courses Proposed for Spring 2013 Semester

October 1, 2012

The Distance & Blended Learning Committee received ten proposals for online courses to be offered beginning in the Spring 2013 semester. Nine of the ten courses were approved, seven from the College of Education and two from the College of Arts & Sciences. These courses were:

- Suzanne Houff, EDCI 589: Applied Research
- Nicole Meyers, EDSE 538: Methods of Teaching and Supporting Students with Autism Spectrum Disorders
- Nicole Meyers, EDSE 535: Collaborative and Consultation and Life Planning
- Teresa Coffman, INDT 501: Instructional Technology
- Teresa Coffman, EDCI500: Teaching and the Development of the Learner
- Teresa Coffman, EDCI506: Foundations of American Education
- Jane Huffman, EDCI506: Foundations of American Education
- Donald Rallis, GEOG 101: Regional Geography
- Alan Levine, CPSC 106: Digital Story Telling

The tenth proposal was returned with detailed suggestions for improvement. The committee remains available to help faculty interested in developing an online course or writing a successful proposal.

Note that the deadline for proposals for online courses to be taught beginning in the Summer 2013 term is November 1.

Distance & Blended Learning Committee Minutes of the 21 August 2012 Meeting

Present Lisa Ames (Lisa), Gail Brooks (Gail), Kevin Caffrey (Kevin), Teresa Coffman (Teresa), Greta Franklin (Greta), Steve Greenlaw (Steve), Jim Groom (jim), Alan Heffner (Alan), Mary Kayler (Mary), John Morello (John), Tim O'Donnell (Tim), Marjorie Och (Marjorie), Ron Zacharski (Ron)

1. Steve says there are two things to get done today: a meeting schedule for the semester and deal with the new procedures for vetting online courses. We will start with the new procedures.

2. We reviewed both the new Proposal Form for majority online courses and the Online Course Authorization form. John Morello says that, in addition to meeting curriculum requirements this is designed to meet three new Federal requirements. Faculty will submit this form to the Registrar when the course will be offered. The form has two options. If the course is managed via Canvas, the faculty member needs to only fill out the first page and have it signed by the instructor and department chair. If the course uses an alternative to Canvas, the instructor needs to provide more detailed information about how the course meets the federal requirements and have the form signed by the chair, college dean, provost, and chief information officer. Marjorie asked if we use Canvas and in addition, other online resources, which option should we select. John says that in that case we would select the first—that the course is managed in Canvas. Alan asked how the Honor Code could be used to satisfy the Federal requirement that schools guarantee the identity of the individuals taking an online course. John says that the Honor Code is not an accepted way of dealing with the Federal requirements. John says we want a process that prevents, for example, a mother from taking the course for her daughter. Gail asked if there was a place on campus where students can take proctored exams requiring a photo ID—a proctored lab. In this way, only the proctor has the password and students don't have access to passwords.

3. John next presented the Online Course Authorization Policy which he says pulls all the pieces together. He says it is basically a verbalized articulation of the forms. Jim asked whether the Deans of education and business will approve this policy. John says both deans already approved it. Teresa asked the forms need be submitted each time an online course is offered by a new faculty member. The answer is yes; both the instructor and the course need to be approved. If the course has already been approved, but the instructor has not then the forms must be submitted. In addition, every semester a majority online course is offered, the online course authorization form needs to be sent to the Registrar. This will start for courses offered in Spring 2013. Every majority online course, including those that have been offered in the past, needs to go through approval process. Gail asked if there are SACS requirements related to instructor training, i.e. do faculty teaching online need to be trained? The answer is no, but it is assumed that faculty are trained. John says there are five things that reviewers are instructed to look at:

- The relation between course and mission
- The organizational structure of any online programs
- Institutional effectiveness
- Curriculum and instruction
- Faculty – Are they sufficiently prepared to teach?

4. Steve asked when faculty should submit the online course authorization form. John says when the schedule is due. Kevin identified 28 September as the final date for online courses to be taught in

the Spring 2013 semester. Since nothing is grandfathered in, the committee should expect to receive about 15 applications this month (Steve says UMW has offered about 50 online courses per year).

5. Steve asked for a vote to approve the form. The form was approved.

6. Tim says the compliance report is due to SACS by 10 September.

7. Steve says he will present this at the Arts and Sciences, Business, and Education Faculty Senate Meetings on 7 September.

8. We agreed to have a 14 September deadline for faculty to submit the "Proposal for Teaching a Majority Online Course" to our committee. We will turn them around by the 28th. Hopefully we can do this online. Teresa wonders whether we should have a tentative meeting date in case we do need to discuss some of the proposals. We agreed. Steve will send out a doodle poll to come up with potential meeting times.

Distance & Blended Learning Committee Minutes of the 13 September 2013 Meeting

- Meeting Date: 09/13/2013
- Attendees: Dave Henderson, Mary Kayler, Debra Hydorn, Paul Boger, Greta Franklin, James Groome, Ron Zacharski, Teresa Coffman
- Not in attendance: —
- Old Business:
- New Business:
 - Reviewed two online course proposals for spring 2014 semester:
 - BUAD 345
 - Recommendations were made and the decision of the committee was for the author of the online course proposal to submit an updated proposal.
 - LIBS 101
 - Recommendations were made and the decision of the committee was for the author of the online course proposal to submit an updated proposal.
 - Reviewed three online course proposals for the summer 2014 semester:
 - PHIL 150
 - This online course proposal was approved by the committee without changes.
 - PHIL 260
 - Recommendations were made and the decision of the committee was for the author of the online course proposal to submit an updated proposal.
 - PHIL 343
 - Minor changes were recommended by the committee. The online course proposal received a provisional approve, pending the minor changes.
- Next meeting: 10/18/2013 at 2:00 pm

Distance & Blended Learning Committee

Minutes of the 18 October 2013 Meeting (note this meeting was rescheduled and held October 21)

- Meeting Date: 10/21/2013
- Attendees: Dave Henderson, Greta Franklin, James Groome
- Not in attendance: Mary Kayler, Debra Hydorn, Paul Boger, Ron Zacharski, Teresa Coffman (not in attendance because the meeting was rescheduled)
- Old Business:
- New Business:

- Reviewed four online course proposals for the summer 2014 semester:
 - ARTH 114: Recommendations were made and the decision of the committee was for the author of the online course proposal to submit an updated proposal.
 - CLAS 110: Recommendations were made and the decision of the committee was for the author of the online course proposal to submit an updated proposal.
 - BIOL 443: Recommendations were made and the decision of the committee was for the author of the online course proposal to submit an updated proposal.
 - PSCI 201: Recommendations were made and the decision of the committee was for the author of the online course proposal to submit an updated proposal.
- Reviewed COB Proposal to offer live lecture feeds from the Stafford campus to the Dahlgren campus. The committee approved this proposal.
- The committee also voted to update Appendix A of the online course proposal form to allow individuals submitting the form to use the liberal arts values listed on the OLI website.
- Next meeting: 11/08/2013 at 2:00 pm

Distance & Blended Learning Committee

Minutes of the 08 November 2013 Meeting

- Meeting Date: 11/08/2013
- Attendees: Dave Henderson, Greta Franklin, Debra Hydorn, Paul Boger, Ron Zacharski, Teresa Coffman
- Not in attendance: Mary Kayler, Jim Groome
- Old Business: N/A
- New Business: (see below)
- Electronic campus of Virginia. Will need to email Steve Greenlaw about this; should we include our courses in this?; ask Gail Brooks about this?
- The fall 2014 is due to Grant on 2/7/2014 and to Betty (registrar) on 2/14. Suggest we meet 1/31 at 2:00 (Friday). Make proposals due 1/29 (Wednesday).
- Incompletes for summer sessions (incompletes for five week term). The committee decided that this was not an online issue; leave the policy as is. However, members of the committee still expressed concern and suggested that a percentage, rather than a certain number of classes, would be more appropriate.
- How many online students are adult students versus distance students (i.e., why are students taking online classes?) This information could be gathered from banner. Dave will look into this. Possible report on demographics on online learners. Dave will contact Kevin Caffery.
- Deb will look into common lessons learned and will contact Martha Burtis.
- Dave will look at common errors documentàstart this and send out to the committee for comments
- Dave will create a first draft of the common feedback form and send out to the committee
- The university needs a testing center, not just for online, but face to face as wellàgood for students to take makeup exams, students for extra time. How will we staff this? How about the convergence center? Talk to John Morello (Dave). Greta will speak to Disability resources about whether or not this would be a good idea
- Instructor initiated drop policy. The committee recommends the following policy: "If a student has not logged in during the first week logged in during the first seven calendar days of the course, the instructor can initiate a drop."
- Next meeting is 12/2 (Monday) at 2:00 in GW 215

Distance & Blended Learning Committee

Minutes of the 02 December 2013 Meeting

- Meeting Date: 12/02/2013
- Attendees: Dave Henderson, Jim Groome, Mary Kayler, Teresa Coffman Debra Hydorn, Teresa Coffman

- Not in attendance: Greta Franklin, Paul Boger, Ron Zacharski, Nicole Myers
- Old Business:
- How many online students are adult students versus distance students (i.e., why are students taking online classes?) This information could be gathered from banner.
 - i. Dave is still looking into this (still in-process)
- Workshops for lessons learned from teaching online?
 - i. Deb said that we should showcase different models for doing an online class; highlight different uses of canvas
 - ii. Offer a workshop for online learning in which we invite people who had good online courses to share their experiences—>Dave will solicit ca
- Standard course proposal evaluation feedback form
 - i. Still in-process
- Prepare a summary of issues or omissions that seem to be common concerns for the committee that we could make available for faculty who plan on proposing online courses in the future.
 - i. Dave has gathered common errors/issues and will send them to Mary Kayler to be cleaned up and group them into the structure of a syllabus (e.g., errors with respect to participation)
- What constitutes grounds for an instructor initiated drop in an online course?: Dave has emailed the Academic Affairs committee and this proposal has been placed on the agenda for the academic affairs committee for their January meeting
- Would it be possible to create a proctored test center on campus?
 - i. Still in process
- Jim Groome's proposal for a summer 2014 online course
 - i. Jim will send the proposal and the committee by 12/4 and the committee will review the proposal via email
- Next meeting is 1/31 at 2:00 in GW 215 to review fall 2014 course proposals

Distance & Blended Learning Committee

Minutes of the 31 January 2014 Meeting

- Meeting Date: 01/31/2014
- Attendees: Dave Henderson, Paul Boger, Teresa Coffman, Greta Franklin
- Review majority online course proposals for fall 2014 semester: No proposals were received for Fall 2014
- 1) Reviewed the following issues:
 - Discuss common errors document: Everyone seemed to like it; post as is
 - EdX platform issue. The committee will ask for a proposal. Specific questions include: How will you differentiate between UMW and non-UMW students if you use Edx because EdX is a lot like Coursera—a MOOC How many online students are adult students versus distance students (i.e., why are students taking online classes?) This information could be gathered from banner. How will authentication and security be addressed in coursera? How does using EdX fit into the mission of UMW? Why EdX versus canvas? What is the objective of this? What does EdX do versus Canvas? How is this different than Canvas? Do you want to pilot this to compare to Canvas? Or, do you want to make this course available to everyone, including non-UMW, which is not currently a capability of canvas? Would this be hosted at UMW? If so, do we have the technology to do this? Do we have the staff to host it here? Which course(s) would this be for? Would these courses be for credit?
 - How many online students are adult students versus distance students (i.e., why are students taking online classes?) This information could be gathered from banner. Need to contact institutional research; they should have this data
 - Workshops for lessons learned from teaching online?
 - Discuss Online resource for faculty (and students, so they know what to expect from an online course) who want to develop online courses
- i. Online course policy website: <http://tncc.edu/students/student-resources/distance-learning/distance-learning-faculty-and-staff/>
 - Standard course proposal evaluation feedback form

- Would it be possible to create a proctored test center on campus?