

MINUTES FROM MEETING ON 10/3/18

In attendance: Steve Greenlaw (chair), Paul Boger, Marisa Martinez-Mira (secretary), Mara Scanlon, Jo Tyler.

Meeting began at 3:40 p.m.

(1) The first item discussed was the approval of the minutes from our meeting on 9/12/18. Some small changes were suggested, and minutes were approved as amended.

The meeting continued with the discussion of procedures for emergency online course proposals. Steve Greenlaw spoke to the Registrar to discuss this point. The committee also discussed some suggestions to avoid situations like the one presented by EDSE 531 (i.e. a course taught without having been approved by our committee). Mara Scanlon suggested that someone from the Registrar's office should be in our meetings, and that we should include some language like "Submission procedures and authorizations." Jo Tyler commented on how the word 'emergency' could be interpreted to tackle possible issues with course approval (e.g. who can teach it, what happens when/if a professor eventually cannot teach the course because of different academic circumstances, etc.). After some discussion, the committee agreed on the title "submission deadlines and exceptions."

Jo Tyler also commented on how the reference in the proposal about members elected by the college was phrased. She pointed out that all committee members are currently elected at large, so a college may not have a representative on the committee. She drafted some Handbook language to change this, which she will send around; once this language gets approved by the committee, it will be sent to the UFC. Jo also pointed out that we should consider which ex officio member should be included in our committee. We agreed to think more about what the best option would be. Steve Greenlaw said he will write to Juliette Landphair and ask her if she feels Student Affairs still wants a representative in our committee. We also wondered if it might make sense to have a representative from the Registrar's Office.

(2) Proposal reviews:

EDSE 531 was approved.

MATH 120 was approved.

Decisions on BLST 312 and MIST 201 were held until the end of the week.

(3) Other issues discussed in the meeting:

- (a) The committee did not make a final decision with regards to whether the chair's signature should be included in the new online course proposal drafted by Jesse Stommel and other colleagues.
- (b) With regards to seat time, Mara Scanlon volunteered to send an email copy to all committee members of the final report from the Task Force to Study Alternative Credit Models at

UMW to examine the redistribution of credits and seat time. This document should help to discuss this issue in our next meeting.

- (c) Regarding instructor-initiated drops policy for online courses, the committee agreed that, as it is phrased right now, the policy is open to interpretation, needs clarification, and we might (have to) change the way it is phrased to avoid ambiguity.
- (d) The committee also discussed the HB1 problem. Jo Tyler suggested using Canvas to communicate with students and avoid any potential issues, but Steve Greenlaw pointed out that doing this does not solve the problem completely. She also voiced her concern about agreeing to create a “Best practices on how to connect students in study groups in online courses” document, because if we open the door to suggesting these practices, we are also opening the door to deal with a lot of issues that do not fall within the committee’s purview. In her opinion, our committee is not the best place to suggest practice, and DTLT seems like a better option. The committee agreed to wait and see how this issue resolves in January, and if it does not, we can certainly discuss it in future meetings.
- (e) Mara Scanlon shared a follow-up about our discussion in our previous meeting with regards to how to pay for the resources that would allow professors to make materials accessible to all students (e.g. video captioning, audio transcripts). She learned that an idea had been circulated to train students in close captioning and/or transcription, for example, who would be under someone’s supervision (e.g. student interns or volunteers). There was also some discussion about how professors might resent having to take care of all the elements involved in making their courses available without having the necessary resources to do so.
- (f) With regards to the last point of the agenda (i.e. whether we should ask faculty proposing to teach a 5 or 6 week online course if the online course is feasible in that compacted time frame), the committee decided not to ask for a full syllabus, but a course outline, in which the committee members can see how students would reflect on the online experience.

Meeting adjourned at 4:51 p.m.

Respectfully submitted,

Marisa Martínez Mira

2.8.3 Distance and Blended Learning Committee The committee consists of five faculty members appointed as described in section 2.7.2. members: one representative from each college and two appointed from the faculty at-large by the Faculty Organization Committee. The committee also includes the following nonvoting *ex officio* members or their designees: the Chief Information Officer, the Vice President for Student Affairs, the Registrar, the University Librarian, the Director of Teaching and Learning Technology, and the Director of the Teaching Center. The committee's duties are to:

- .1 Maintain the quality and integrity of the curriculum for courses and programs offered in a majority online format;
- .2 Establish procedures and criteria for approval, deletion, and alteration of courses and programs offered in a majority online format;
- .3 Review and approve or reject proposals from the various departments for courses to be offered in a majority online format;
- .4 Review and evaluate majority online courses on a scheduled and on-going basis to ensure that courses continue to represent the tradition of quality education at UMW, making suggestions for course revisions or removal from the curriculum as appropriate;
- .5 Make information available regarding the procedures and deadlines for proposing courses to the appropriate standing committee; and
- .6 Perform other duties consistent with its charge as assigned by the University Faculty Council.