Committee on Distance Education  
Minutes of October 6, 2017

Members Present: Aura Lippincott, Rebecca Diot, Marcy May, Brian Kennison, Cathy Vanaria, Brian Vernon and Monica Sousa.

Guest Present: Leslie Lindenauer, Scott Volpe, and Colleen Cox

Not Present: Divya Sharma

The meeting was called to order on October 6, 2017 at 9:05 a.m. by Aura Lippincott.

1. Approval of May 2017 and September 15, 2017 minutes  
   First- Marcy and Seconded by Aura. All approved.

2. Old Business  
   a. Proposed goals for this year:  
      1. The peer evaluation of online courses for promotion and tenure  
      2. The use of online office hours by faculty teaching online courses  
      3. Student evaluations of online courses  

   Goals discussed at length. #1 Group discussed the need to incorporate online course best practice guidelines to help structure a plan and rubric for these goals. Committee felt that Department Evaluation Committee should evaluate online courses. A recommendation mentioned was that online course evaluation should be part of the Promotion and Tenure process. Departments would need to identify way to evaluate the online course. It is important for credentialing purpose that programs have a mechanism to evaluate online courses.

   #2 In regards to online office hours committee discussed the mandatory 5 hours of onsite office hours so that faculty are accessible to students. Committee discussed how little students use the office hours as opportunity to work with faculty to promote academic success. There should be guidelines for faculty on how to best utilize office hours to promote student involvement. Concerns were mentioned regarding adjunct faculty who are not required to hold office hours. Many adjunct teach strictly online. Recommendation is that the committee looks at best practices to provide recommendations for faculty to encourage increase participation of students during office hours.

   #3 There was discussion on creating a tool for students to evaluate online courses. Currently there is no standard on what/how students should evaluate courses. Blackboard has an online evaluation tool called Enterprise Survey. Concerns that were mentioned were how to increase student participation on completing evaluations and identify specific questions to ask to get meaningful feedback. What is the difference between online evaluation surveys versus paper evaluation surveys? Nursing department is currently using Select Surveys for regular course, clinical and seminar evaluations.
3. New Business
   a. Subgroups are as follows:
      #1: Aura, Monica, Leslie, Marcy, and Brian V.
      #2: Aura, Monica, Cathy, Brian K, and Scott
      #3: Aura, Monica, Colleen, and Rebecca
   b. Going paperless- Committee agrees to go paperless. If people want to have copies of
      minutes and agenda they can print their own copies. The committee has an Office 365
      page to help with committee work and have a place to collaborate. Aura will sent out
      information to members who need access.
   c. Follow up on last year deliverables from Distance Ed Committee- moved to next
      meeting, November 3, 2017

The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Monica Sousa