Committee on Distance Education  
Meeting March 2, 2018

Present: Becky Diot, Stephanie Kuhn, Aura Lippincott, Marcy May, Divya Sharma, Tom Schmiedel, Monica Sousa, Cathy Vanaria.

Guests: Colleen Cox, Leslie Lindenauer, Scott Volpe

The meeting was called to order by Aura Lippincott at 9:04 a.m.

AGENDA
March 2, 2018, 9am-10am, WebEx ONLY
Secretary: Tom Schmiedel

1. Approval of the February 2, 2018 minutes (access here)
   The minutes of February 2018 meeting were approved with edits/corrections.

Old Business:

1. Subcommittee reports
   A. The peer evaluation of online courses for promotion and tenure.
      1. Survey sent to department chairs to gather information as to what each is doing regarding evaluation of online/hybrid courses. There were 14 responses. Generally speaking, evaluation of online/hybrid courses is not addressed in their by-laws.
      2. In process of creating a toolkit for departments to use on a voluntary basis.
   B. The use of online office hours by faculty teaching online courses.
      1. Compilation of the research in the area. Brian Kennison is building a web presence for this information. Tom Schmiedel identified articles with empirical studies, some showing favorable benefit/impact of virtual office hours, some showing little benefit/impact.
      2. In process of creating a toolkit to create awareness and offer tips.
   C. Student evaluations of online courses
      1. Looking at Blackboard Enterprise as tool for this.
      2. May work with Jay Brower Communication course(s) over summer as pilot.
   D. Online course exams and course definitions
      1. Aura will set up meeting with Missy and others to look into this.
New Business:

1. WCSU website online courses/distance education info
   A. Website information is scattered throughout WCSU web presence and generally out of date.
      1. Need to take inventory of what is there as a step towards removal/editing
      2. Need to decide what information should be on the website.
      3. Summer – weed out old pages
      4. Next year focus – new web presence for online and hybrid
      5. Do departments have info about online and hybrid?
   B. Website audiences
      1. Faculty:
         a) Faculty handbook has some information about distance education, which may be helpful in identifying what goes on website.
         b) Online course design toolkit - (CELT website?); course timings spreadsheet
      2. Students (current as well as new students/parents).
         a) SOS Starting page for Online – can I take an online class; should I take an online course? Search results get them the online readiness quiz
         b) Admissions, advisement; prospective students

Meeting adjourned 9:30