Distance Education Committee

AGENDA

April 6, 2018, 9am-10am, OM304 and WebEx

Secretary: [Rotating]

a. Approval of the March 2, 2018 minutes (access here)

Old Business:

New Business:

1. Subcommittee deliverable drafts and feedback
   • Subcommittee on Peer Review of Online Courses – Deliverables
     o Recommendation to Senate with statement about why this is important
       ▪ Subcommittee recommends that we pilot the toolkit first, revise as needed then bring to Senate next year. Aim for pilot in Fall 2018 (October review period)
       ▪ Ask P&T plus a few DEC committees (with online courses in Depts) look at the worksheet, and HR
     o Toolkit: Some ways that this could be done (no mandate)
       ▪ Teaching observation information worksheet (1-page and 2-page versions): instructor provides information to peer reviewer prior to review.
   • Subcommittee on Student Evaluation of Online Courses – Deliverables
     o Report on feasibility of using Enterprise Survey for course evaluations (Draft report)
     o Pilot plan if applicable.
   • Subcommittee on Online Office hours – Deliverables
     o Summary of research (Factors that influence student use of office hours)
       ▪ Effective practices/Techniques to get students to attend
       ▪ Factors that prevent students from attending
     o Best practices and technology tools – Infographic
     i. Email any questions (about assignments), then put them as a topic for a meetup
     ii. Poll for weekly meet ups
     o CELT session – plan for next year

Next Distance Education meeting will be on May 4, 2018

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Web Ex Meeting info

- Meeting number: 646 073 043
- Meeting password: 1234
- Meeting link: https://wcsu.webex.com/wcsu/j.php?MTID=mef6e2f7ecf629bedb4fd546907f59856
- Host key: 571458 Audio connection: 1-650-479-3208
- Call-in toll number (US/Canada) 1-877-668-4493
- Call-in toll-free number (US/Canada)
- Access code: 646 073 043