Committee on Distance Education  
Meeting May 4, 2018

Present: Stephanie Kuhn, Aura Lippincott, Monica Sousa, Cathy Vanaria, Brian Kennison, Tom Schmiedel, Marcy May

The meeting was called to order by Aura Lippincott at 9:05 a.m.

Approval of the April 6, 2018 minutes- Approved, no corrections or edits needed

Old Business:

1. Subcommittee deliverable drafts and feedback
   • Subcommittee on Peer Review of Online Courses – Deliverables
     o Summary report was reviewed and discussed. Next steps Stephanie volunteered to have her course evaluated. Discussion on when department DEC committees should review the evaluation tool. The purpose of the tool is to help guide the evaluation of the online course and help plan the observation and evaluation in order to provide the necessary information to the DEC. Down the line the tool will need to be reviewed by Human Resource, Senate, Promotion and Tenure Committee and other Department Evaluation Committees. We will need to see what the exact process of this would be once we are closer to share the findings of the subcommittee.
   • Subcommittee on Online Office hours – Deliverables
     o Summary report was reviewed and discussed. Plan is to do a CELT session in the fall.
   • Subcommittee on Student Evaluation of Online Courses – Deliverables
     o There will be a pilot with several summer online courses (3-4 courses) using the online Evaluation program through Blackboard. Once we have data from this pilot we can determine the workload and process involved with implementing the program. Linda Forbes had expressed to Aura the need to have an online course evaluation tool since many courses in the business department are online. So the subcommittee work is very timely.

2. Annual Report
   o Annual report was reviewed and discussed. Anticipated goals were discussed. Aura will be sending out the draft of the report out to committee members for review before it needs to go to Senate by the end of the semester.

3. Committee Chair
   o There was a discussion on the need to elect a committee chair. As of now no one has volunteered. This will be an agenda item for the first meeting in the fall.

Meeting adjourned 9:40am

Respectfully Submitted by Monica Sousa