Distance Education Committee
Meeting Minutes for October 5, 2018 via OM 304 and WebEx

Present Attendees: Aura Lippincott, Cathy Vanaria, Scott Volpe, Colleen Cox, Stephanie Kuhn, Tom Schmiedel, Becky Diot, William Joel, David Martin

Absent: Monica Sousa, Brian Kennison, Marcy May, Divya Sharma, Leslie Lindenauer

Secretary: Stephanie Kuhn

Meeting called to order at 9:05am by 2017-18 Chair Aura Lippincott

AGENDA

1. Approval of meeting minutes for May 4, 2018 – motion (Becky Diot), 2nd (Cathy Vanaria), result: approved
2. Approval of meeting minutes from September 7, 2018 – motion (Tom Schmiedel), 2nd (Cathy Vanaria), result: approved

Old Business:
Continued discussion of establishing committee priorities for 2018-2019
1. Standard student opinion surveys – this committee hasn’t compared evaluations across departments, would need to do this to have a clear understanding of how to proceed if we were to work on a standardized form, would need senate approval to request this information from Departments
2. Online office hours – Missy Alexander would potentially support online office hours for faculty who teach in fully online programs (per Aura). Question of whether this is a contract issue, discussion that contract does not state that office hours must be completed in office on ground on campus, however this is the current standard, would need to involve Union and Missy Alexander
3. On campus exams for online courses (with advanced notice at registration). Tabled, has support from Missy Alexander and not something we need to act on currently.
4. Training for faculty – question of whether or not to conduct a survey pertaining to faculty training needs, goal would be to gather information to use to target training for faculty that would make them more aware of the benefits are and the available resources, as a committee we should we be promoting online teaching, Cathy suggested targeting smaller groups of faculty rather than targeting the whole university or larger groups, and Colleen suggested that this would need support from provost to the Deans of each school in order to work.
5. University commitment to LMS – tabled
6. Examining the scope of our committee from “online” to “online and hybrid” – tabled

Recap of priorities:
1) Online office hours for faculty who teach in fully online programs
2) University online teaching strategy (meet with Missy Alexander as a committee first and then move forward accordingly)
3) Emerging technologies

Vote on these priorities: motion (Stephanie), 2nd (Cathy), result: passed
1. Committee meeting times - New member has a scheduling conflict with the meeting time. Aura will send out a doodle poll to see if there is a common alternate time to meet. Low completion after last meeting, please complete

**New Business:** None

Meeting adjourned at 10:02am

Minutes submitted by Stephanie Kuhn