Distance Education Committee

AGENDA

February 1, 2019, 9am-10am, WebEx

1. Secretary: [Rotating]
2. Approval of the December 7, 2018 minutes (access here)
3. Welcome Adam Brewer!

Old Business:

Committee priorities/subcommittees:

a. Priority 1: Online office hours
   - Colleen Cox
   - Aura Lippincott
   - Divya Sharma
   - Becky Diot
   - Cathy Vanaria
   - Adam Brewer

Update on goals and deliverables:

- Policy for faculty teaching in fully online programs to conduct some portion of office hours online
- Timeline:
  - February: discussion, research, draft policy proposal

  Sample language: Full-time faculty teaching some portion of their courses as online courses, in which students do not meet on campus, may hold a portion of their required office hours off campus, providing they are accessible to students via electronic communication (email or Blackboard (Collaborate) during that scheduled office hour, and are otherwise available for consultation with students by appointment (either online or on campus).
  - Feb/March: meet with Provost and AAUP president
  - ?

a. Priority 2: Online Strategy

- Bill Joel
- Aura Lippincott
- David Martin
- Stephanie Kuhn
Update on goals and deliverables:

- TBD

  b. Priority 3: Emerging Tech

- Tom Schmiedel
- Brian Kennison
- Aura Lippincott
- Leslie Lindenauer

Update on goals and deliverables:

- Develop an Ed Tech & Emerging Tech (pedagogy) resources/WCSU expertise guide
- Develop an educational technology decision tool for online/hybrid faculty
- Timeline:
  - Present drafts at April meeting
  - Finalize by end of Spring semester

New Business:

- Announcements
- Bylaws

From Tom Philbrick (via email 1/27/19)

a. I am writing to suggest that you put discussion of committee bylaws onto your agenda this semester. Doing so will help assure that all committee members are familiar with their bylaws. Such could also help identify bylaws that need to be revised.

Committee bylaws: [http://libguides.wcsu.edu/c.php?g=231648&p=4472265](http://libguides.wcsu.edu/c.php?g=231648&p=4472265)

b. A second (and over-lapping) bylaws-related issue that I suggest your committee discuss pertains to what exactly ‘participating’ in a meeting can involve. My understanding is that Robert’s Rules is based on the premise that all committee members be physically present for a meeting and only vote when present. With on-line ways to participate in meetings (e.g., WebEx, Skype) being common, their use should to be specifically addressed in bylaws. It would be best if bylaws state specifically how members can participate and vote. This topic will be on the agenda of the February Senate.

“Decisions of the committee are made by majority vote of those members present.”

Next meeting: March 1, 2019, 9-10am
WebEx Meeting link

Committee on Distance Education Monthly Meeting

Hosted by Aura Lippincott

Friday 9:00 am | 1 hour | (UTC-05:00) Eastern Time (US & Canada)

Occurs the first Friday of every month effective 9/7/2018 until 6/7/2019 from 9:00 AM to 10:00 AM, (UTC-05:00) Eastern Time (US & Canada)

- Meeting number: 646 124 126
- Password: 1234
- [https://wcsu.webex.com/wcsu/j.php?MTID=m4774830f9d434d63c0384b1642d5b3d4](https://wcsu.webex.com/wcsu/j.php?MTID=m4774830f9d434d63c0384b1642d5b3d4)
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