

Distance Education Committee Minutes

August 26, 2002

The Distance Education Committee met on Monday, 8/26 at 2:00pm. In Baird Hall 203.

Committee members are: Doug Grenier, Martha Jagel, Diana Lurz, Cliff Layton, Jane Johannason, Susan Rainey, & Peter Williams. All were present except Doug Grenier who was attending a conference in CA.

We unanimously voted Doug committee chair.

We voted to accept the mission statement/definition of our committee that was written by the Faculty Senate.

Issues were brought up concerning:

- Redevelopment of courses which need to be updated.
 - Compensation?
 - Help from Myra Haulmark?
 - Peter Williams said that David Tait has totally redesigned his history course and future use licensing was spelled out. Peter said that he wrote this contract and would provide us with copies.
- Folding-in classes without compensation.
- Hybrid classes: Threaded discussion capabilities for on campus classes. Since E-companion is not working yet, and our RSU web server does not offer us these capabilities, how are faculty supposed to use this tool without violating the RSU Website Guidelines? (by putting materials on another server which is not RSU's)
 - Peter Williams said that they agreed that in some cases there could be exceptions- and this seemed like one- but it should be documented by the faculty's dean.
- On-line class waiting lists:
 - These were supposedly in use before classes started but then were abandoned after the first day of classes and therefore disregarded the two week drop/add period. Committee members said that they knew of students who were at the top of the waiting list had been denied entrance to the class when the new first come, first serve type of enrollment was used during the drop/add period.
 - We decided that the waiting lists need to exist and be used through the drop/add period.

Distance Education Committee Minutes

September 16, 2002

Members Present: Doug Grenier, Jane Johanssen, Susan Rainey, Cliff Layton, Peter Williams, Diana Lurz

The meeting was called to order by the committee chair, Doug Grenier

The first item of discussion was a change in meeting time. It was agreed that 1:30 would be a better time than 2:00 and we agreed to schedule all future meetings at the 1:30 time.

Diana reported on assessment. After contacting Dr. Ford of the assessment committee, she reported that no specific guidelines were in place for assessment of distance education courses. Dr. Williams noted that he is currently working on assessment procedures.

Susan reported on the wording of the faculty development contract. The committee discussed possible problems with the contract and suggested changes to be made in the wording. Dr. Williams agreed to present the requested changes to the RSU legal counsel.

The committee was asked to review our responses to the questions asked by the Faculty Senate and forward any changes to Dr. Grenier, the committee chair.

The next meeting is planned for September 30th at 1:30.

The meeting was adjourned.

Distance Education Committee Minutes

October 07, 2002

Members Present: Doug Grenier, Susan Rainey, Cliff Layton, Peter Williams, Diana Lurz.

Member absent: Jane Johanssen

The meeting was called to order by the committee chair, Doug Grenier.

The minutes from the September 16, 2002 meeting were reviewed and approved, with one correction to spelling.

Susan reported on the revised wording of the faculty development contract. There was discussion about the scope of the contract (new courses only? Or any course). There was discussion about the purpose of the contract and it was decided that the primary purpose of the contract was to clarify the relationship and responsibilities of the instructor and the institution. It was further agreed that the question of "who has rights to what?" should be clearly stated. It was further suggested that the department have the responsibility of making decisions for which courses should be revised (minor ongoing process) and which courses should have major reconstruction (total overhaul).

Doug presented a suggestion from Emily Dial-Driver concerning additions to our committee "scope of responsibilities." It was agreed that we should check what other committees are doing and then revise accordingly.

The committee discussed online advising and identified some problems to consider.

Peter presented information on faculty surveys. We discussed course evaluations and Peter stated that the goal is to "make online course evaluations parallel to on ground evaluations" as much as possible.

The committee was to review the framework of our responsibilities and prioritize the list.

The subject of accommodating the disadvantaged (ADA requirements) was considered.

The committee was charged with "bringing our own thoughts" to the next meeting and the meeting was adjourned.

Distance Education Committee Minutes

October 28, 2002

Members present: Doug Grenier, Jane Johansson, Cliff Layton, Susan Rainey, and Peter Williams.

Member absent: Diana Lurz

Committee chair Doug Grenier called the meeting to order at 1:35 p.m. Jane Johansson served as acting secretary for the meeting.

Minutes of the 7 October Meeting:

Susan Rainey moved that the minutes of the 7 October 2002 meeting be approved as corrected. Peter Williams seconded the motion, and the motion was approved unanimously. The following additions were made to the 7 October 2002 minutes:

- The following issues were also discussed at the 7 October 2002 meeting:
 - the issue of screening students in regard to their technical skills
 - academic advising of online students

Online Course Development Agreement:

The committee examined the revised agreement. Peter and Doug will send the revision to Dr. Richard Boyd and Dr. Larry Minks. Susan agreed to provide a copy of the agreement that shows the additions, deletions, and rationale for changing the document.

Distance Education Policy Framework:

The committee examined the framework and agreed that the following issues needed the most immediate attention:

- the combining of online and ground classes
- the merging of classes that have dissimilar modes of instruction
- class size

Cliff agreed to develop the wording that will express these concerns.

The meeting adjourned at 2:30 p.m.