MINUTES OF DISTANCE EDUCATION COMMITTEE
February 26, 2018

Chairperson	Frank W. Elwell (acting Chairperson)
Place:	PH 313
Time Beginning:	1:00
Time Adjourning:	1:55
Members Present:	Hugh Foley, Gary Dotterer, Doug Grenier, Tetyana Kyrlova, Sigismond Wilson
Secretary	Dr. Frank Elwell

Topic	Discussion	Action
Approval of Minutes	There are no previous minutes to approve	None taken
New Business	The Policies and Procedures Manual sections dealing with the Distance Education Committee were distributed. It was noted that the committee had the proper balance of representatives from Professional Studies and Arts and Sciences.	Reviewed and noted.
	A new Chair person was elected. Robert Sparling was nominated from the floor. It was noted that Sparling, though he was at a previous appointment, was willing to lead the committee. No other nominations were made.	Kurt Sparling was elected unanimously.
	The acting chair asked for nominations/volunteers from the floor to serve as secretary for the group.	As there was no one who volunteered (though several said they had served before and it is a thankless task), Dr. Elwell volunteered to serve for the remainder of the year.
	Dr. Dotterer asked that we review the Quality Matters	After briefly discussing the document, the committee approved a

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	Official Course Review Process. This document was approved by this committee in the fall, but has not yet been submitted to the Faculty Senate for approval.	plan for the Chair, Kurt Sparling, to electronically submit the plan to all faculty and request that they then communicate any concerns, suggestions, and issues to committee members. The plan will then be taken up at the next committee session, revised as considered appropriate, and passed on to the Faculty Senate. This motion passed unanimously.
	Dr. Dotterer reported that RSU has had one QM Review passed so far this year and that that course, Prof. Christi Mackey, primary author of SOC 1113 Introduction to Sociology passed with a 97 out of 99. There are currently another 4 courses nearing submission to QM. The focus now is on General Education and multiple sectioned courses. It is essential that such courses have the input and buy-in of all full-time faculty in their creation,	Congratulations to Professor Mackey.
	It was proposed that we adopt a student readiness tool for online students that consists of eCampus navigation as well as information on study habits, persistence, and attendance to online content.	This was tabled as it was pointed out that the university is currently exploring a required First Year Experience course which should include this type of information. The committee feels it is imperative that online be incorporated into this course as most courses at RSU use eCampus to supplement the classroom. A member of the committee, Dr. Doug Grenier, has been recommended to serve on the First Year Experience, Course Authoring Committee.
	Dr. Dotterer reported that the Navigation Bar (left of screen) cannot be locked down because of technical issues.	The committee decided that consistent with best practices (QM) the Navigation Bar must remain fairly consistent across classes. However, faculty must have some

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		flexibility to add important course-specific components to the Bar (if these components need to be upfront and obvious to the student and cannot be easily placed within existing categories such as "Course Resources"). There are also two components that faculty may wish to "hide" from students if they are not being used (Forums and Attendance). CTL will provide information on how to add and hide for those wishing to do so.
	The acting chair asked the members to solicit issues from their faculty that need to be addressed by the committee.	The permanent chair will place faculty issues high on future agendas.
	Bloom Taxonomy was brought up. It was reported that there are currently multiple versions of Bloom, and that there are discipline specific synonyms that are not included on any of these versions.	Dr. Dotterer promised to distribute the standards that QM is currently using. He also stated that there is a process of approving new synonyms for QM purposes.
	The Center for Teaching and Learning has several other items for the next agenda. These items will be integrated with faculty issues on a priority basis	So says the Acting Chairman in the Chairman's name.
Next Meeting		It was decided by those present that Mondays at 12:55 was a good time to meet. It was decided that a Baird Hall Conference Room would be centrally located for all (Lee Williams volunteered to arrange for the room coordinating with the chair). Chair Sparling will be calling the next meeting. Should Professor Sparling need additional options, he will conduct a Poll to determine the most auspicious time.
Adjournment		Adjournment was at 1:55. A splendid time was had by all.