
MEETING MINUTES - 09/25/2015

In attendance: Crystal Swank, Brandy Scarnati, Natalie Fisher, Julie Ambrecht, Paul Davis, Craig Rodrigue, James Phillips, David Misner (for Thomas Kearns)

Not present: Bill Gallegos, Cathy House, Darryl Cleveland, Tim III, Amanda Sagun, and Tamara Anderson

1. New members and new WC staff were introduced – Welcome!
2. Minutes from May 2015 meeting were approved by consensus.
3. Brandy discussed WebCollege updates:
 - a. DE Summer Institute
 - i. Discussion about the date – early August seems to be the best so far
 - ii. Keynote speaker idea was discussed – maybe someone from Canvas or QM
 - b. Canvas Professional Development Course – Delivering Effective Online Instruction (Taught by Brandy, Julie, and Crystal) being offered again.
 - c. QM – Long term plans, available resources, support for faculty seeking QM certification for online courses
 - i. Applying the QM Rubric course starts Oct. 1
 - ii. There is money available so let's get some more courses QM certified.
 - iii. We need to start pushing the QM certified seal – in the catalog, advertisements, etc.
 - iv. Invite administrators to a meeting to share what we know? Focus on student success.
 - v. Crystal suggested looking at data comparing retention rates of QM certified classes vs. not.
 - vi. Student focus group project was also suggested as a potential way to get student input about online courses.
 - d. WGU Nevada – Where does NSHE stand on this and how will this affect our online programs? (<http://nevada.wgu.edu>) Brandy doesn't really know much about it. The committee discussed how it might impact existing online programs at NSHE institutions.
4. Old Business
 - a. Proposal for Professional Standards Committee – Focus on adding elements of teaching online to things like annual plan, requiring specific standards of faculty teaching online, etc. Need input from committee members. Need to table this. We are not quite ready to move forward until we do more work around improving student success and retention, as well as in evaluating online faculty.
5. New Business - Things to work on this year:
 - a. Pilot faculty self-evaluation for online teaching. Brandy will ask for volunteers and a possible stipend.
 - b. Develop formal evaluation tool for online classes (used by Coord., Dept. Chair, or Dean). The committee discussed the idea of meeting with department chairs, deans, and maybe VPAA to begin a dialog about how faculty engagement and course delivery are a factor in student success in online courses.
 - c. Develop a Policy Statement for student conduct in online classes (netiquette and?), and a protocol for online discussions. Send ideas, statements, etc. to Brandy so we can develop a universal policy for online rules and student conduct.

Homework:

1. Look at the formal evaluation tool and come to October meeting with feedback.

2. Start to look for research that supports a vision of institutionalized high-quality online instruction to present to Dr. Buchanan at a future meeting.

Next Meeting:

October 23, 2015 @ 11:00 a.m. in Sierra 117