
MEETING MINUTES – 10/23/2015

In attendance: Crystal Swank, David Misner, Bill Gallegos, James Phillip, Julie Armbrrecht, Amanda Sagun, Natalie Fisher, and Brandy Scarnati

1. Approved minutes from September 2015 meeting.
2. WebCollege Staff Updates - Brandy Scarnati, Coordinator
 - a. New QM Certified Courses – PSC 101, Precious Hall – Yay! Ideas for more visible recognition were thrown out. Amanda is going to follow-up with this.
 - b. QM Rubric Course – this semester, 10 enrolled so far -- Yay! Brandy is going to check with Cathy about lengthening the course.
 - c. Delivering Effective Online Instruction (Taught by Brandy, Julie, and Crystal) starts Oct. 26th, 12 enrolled so far.
 - d. WebCollege needs to look at a new video content storage solution. Our current one we use MediaCore has been bought out. – The WC is seeking a new solution for video storage.
 - e. AT Committee Tech Blog – Created a technology blog to spread the word about the technology available on campus. Faculty can subscribe to the blog to receive posts.
 - f. Offering two webinars on QM Standard 8 Accessibility – 11/10/15 & 11/12/15 11:00 am in Cathy Brewster's office (RDMT 211). Register through professional development.
 - g. ITC Conference – February 14-16. Julie is presenting the faculty self-evaluation tool that was created last fall. Yay!
 - h. Retention Efforts – Focused on first-time online students are being contacted regularly if they are falling behind or need help, etc. Tamara is available until 9:00 pm and on the weekends for after-hour assistance. WC collecting data to use for retention improvement.
3. Old Business
 - a. Faculty Self-Evaluation Tool – pilot project, not many faculty have volunteered to use the tool yet. How can we make this more attractive, or incentivize faculty?
 - b. Review and discuss formal evaluation tool for online classes (used by Coord., Dept. Chair, or Dean)
 - i. Committee feedback
 1. Include minimum requirements to be checked off at the top of the self-evaluation and at the top of the formal evaluation.
 2. Attach QM standards to each section also.
 3. The formal evaluation tool needs revision – Brandy would like help revising the formal tool. Input from chairs and coordinators will be requested before going Professional Standards. Crystal also volunteered to help with this.
 - c. Policy Statement for student conduct in online classes, and a protocol for online discussions -- a statement was sent to Dr. B to be included in syllabi
4. New Business – let's have a party at the next meeting! Potluck food and beverages

2015/16 Meeting Schedule:

Same Fridays as Faculty Senate, 11:00 – 12:00

Next meeting Nov. 20, 2015 @ 11:00 am in Sierra 117

- Fall 2015
 - 9/25/15
 - 10/23/15
 - 11/20/15
- Spring 2016
 - 2/26/16
 - 3/18/16
 - 4/22/16