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## MEETING MINUTES - 2/16/2016

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Present: Crystal Swank, Julie Ambrecht, Thomas Kearns, Craig Rodrigue, James Phillips, Brandy Scarnati, Amanda Sagun, Natalie Fisher

Absent: Bill Gallegos, Cathy House, Paul Davis, Darryl Cleveland, Till III, Tamara Anderson

1. Minutes from December 2015 meeting were approved.
2. WebCollege Staff Updates - Brandy Scarnati, Coordinator
  - QM News-Four courses are being reviewed. Eng 101 did not meet the standards and needs to be updated, three others are pending. Dr. Buchanan asked for information about faculty training and reviews. The QM Rubric course will be offered again in April, trying to add to the group of QM certified reviewers. The committee discussed the possibility of adding a 1 credit stipend for faculty with QM approved courses, as well as how to measure faculty engagement.
  - Retention Update: no report
  - Delivering Effective Online Instruction-the workshop will be taught again this semester. It has been a popular and successful professional development session. Julie, Brandy, and Crystal co-teach it in Canvas.
  - Tegrity Project: Natalie reported progress in sending out information to faculty about Tegrity. She will continue to reach out with training and information to encourage faculty to use this tool in online classes.
3. Old Business
  - The committee reviewed a draft of the online faculty evaluation tool and provided feedback. Crystal suggested adding items from the self-eval tool that was recently developed by Julie, as well as connecting criteria to the Faculty Expectations document. Additional comments should be sent to Brandy.
4. New Business
  - Video Storage Solution-Brandy reported that MediaCore was bought out and they are searching for a new video storage solution. They are reviewing several options, including Canvas Arc, Caltura, and Panapto. Caltura looks to be the easiest to integrate with Canvas as of now.
  - Natalie is working on captioning solutions. To request captioning, type up a text file and send it to Natalie.
  - Thomas announced that the ADA Committee needs faculty representation.