
MEETING MINUTES - 4/22/2016

Present: Crystal Swank, Julie Armbrrecht, Craig Rodrigue, James Phillips, Tim III, Brandy Scarnati, Natalie Fisher, Amanda Sagun, Susan Holly Gallup

Absent: Bill Gallegos, Cathy House, Thomas Kearns, Paul Davis, Darryl Cleveland, and Tamara Anderson

1. Minutes from February 2016 meeting were approved.
2. WebCollege Staff Updates - Brandy Scarnati, Coordinator
 - a. QM News – Eng 101 = QM certified! Putting through EPY, Art 100 is on deck, and next on the list are Span 112, Eng 102, & Eng 98. Should other instructors who teach the same course also be able to get QM certified? Resources are limited. Maybe start by requiring part-time faculty to use the already QM certified course as a shell? The WebCollege is able to pay a stipend of 2 credits to faculty who get courses QM certified.
 - b. Video Storage Solution – going with Kaltura which now integrates with Canvas. In the long run we'll have one solution since Kaltura is such a big entity.
 - c. Delivering Effective Online Instruction (Taught by Brandy, Julie, and Crystal) Good feedback for the most part. Considering developing a Part 2 with additional modules, also want to add video components.
 - d. DE Institute will be Tuesday, August 9. Brandy is looking for an outside guest speaker to come in and do some training/speaking.
3. Old Business
 - a. Online Instructor Course Observation form is going forward to Faculty Senate today.
4. New Business
 - a. Proctored exams – this issue will be brought up in Faculty Senate. We feel that this should be a department policy rather than a WebCollege policy.
 - b. Should we become a Faculty Senate standing committee? Brandy will look at the process and approach Cheryl about this.
 - c. Some additional/new committee members will be recruited for next year to replace members who no longer attend/wish to participate.
 - d. The committee suggested the possibility of having a meeting during the DE Institute, and/or having a meeting or two via BBB or BlueJeans using video conferencing.

2016-17 Meeting Schedule – Save the date

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| <ul style="list-style-type: none">• Fall 2016:<ul style="list-style-type: none">○ Sept 2○ Sept 30○ Nov 4○ Dec 16 | <ul style="list-style-type: none">• Spring 2017:<ul style="list-style-type: none">○ Feb 3○ Mar 10○ April 14○ May 12 |
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