



# MEETING MINUTES FOR OCT. 5, 2018

Meeting called to order at: 11 a.m.

**In attendance:** Brian Addington, Lisa Buehler, Kellie Carter, Paul Davis, Greg Ellis, Natalie Fisher, Holy Gallup, Ricky Genz, Robin Griffin, Dan Hooper (Chair), Tim III, James Kuzhippala, Dan Loranz, Rebecca McCleary, Shannon McCool, Joylin Namie, Nancy O’Neil, Craig Rodrigue, Brandy Scarnati, Shehara Snow, Corina Weidinger, Wyatt Ziebell

**Absent:** Tamara Anderson, Julie Armbrecht, Elena Atanasiu, Eddy Burke, Marshall Carby, Bob Fletcher, Hugh Fraser, Bill Gallegos, Candace Garlock, Heidi Himler, Thomas Kearns, Robert Kirchman, Dan Loranz, Roza Weller

## Approve Minutes from August 31, 2018

Chair Dan Hooper entertained a motion to approve the August 31st Minutes. It was motioned by Lisa Buehler and second by Crystal Swank: Vote passes unanimously.

## Review of Official Objectives of the WebCollege Faculty Advisory Committee

Chair Dan Hooper opened up the meeting to review and discuss the charges of this faculty senate committee. These charges are posted on the WebCollege page on the website, and available in the faculty handbook. It was discussed that an email would also be sent out with the charges for everyone to review.

There was discussion on objective number 3 pertaining to “Review and recommend best practices for faculty teaching web classes” The discussion consisted of the requirements for annual training. How can we spread the word about training to faculty so they keep up with the requirements of the Faculty Standards for Online teaching? There were ideas about posting information on this in the WebCollege Newsletter, and having the president make an announcement at Spring or Fall Kickoff about the standard. All of these ideas are in conjunction with the emails that are already being sent out regarding the upcoming Professional Development options, etc.

## Informed consent standard for students and Homework Guidelines

The student consent form was reviewed by the committee and discussion was presented on having a standard for online studying rather than a footnote on “At a minimum, students will log in to the class three times a week....”

A new motion was made by Crystal Swank: To take the point about the difficulty of online course of how online courses work and make it higher on the list of bullet points and make it an actual bullet point rather than a footnote: Bulletin 3 under “How online classes work” will now say: “Reserve ample time for checking course communication and to participate in course activities. It is recommended to dedicate at least 3 hours per credit per week towards your online courses”.

Motion: Crystal Swank

Second: Lisa Buehler

Voting: Unanimous

## Software Updates

In Spring 19 Peoplesoft grades will be integrated into Canvas.

Our current Plagiarism detection program “Vericite” was bought out by Turnitin, so we will be switching back to Turnitin.

## Tabled Topics

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Creating Accessible Content Course

## Old Business

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None

Next meeting: November 2, 2018

Meeting adjourned: Noon