

**Minutes
Online Learning Council
November 2, 2009**

Members Present: Dr. Nick Nichols; Dr. Paula Allen; Ms. Ellen Hendrix; Dr. Gerrie Johnson; Dr. Aaron Adair; Dr. Chip Weiner; Dr. Doug McMillan; Dr. Linda Kallam

Members Absent: Dr. Gleny Beach; Dr. Andy Tiger; Dr. Jim Speers; Dr. Hallie Stephens; Ms. Kate Plunkett; Dr. Bryon Clark

The meeting was called to order at 3:00 pm by Dr. Linda Kallam.

The minutes from 10-5-09 were approved.

An updated list of OLC members was discussed. We still need a student representative and a representative from the John Massey School of Business. Candidates for student representative will be presented at the next meeting.

It was recommended that OLC members review the Summary Report for Online Learning, submitted to Dr. Weiner in September, 2009.

Dr. Kallam gave an update on faculty seeking online certification. There were 61 enrolled in the certification course. Three faculty members have received online certification: Dr. Paula Allen, Dr. Aaron Adair, and Dr. Michael Kallam. Monetary incentives for certification were also discussed.

Additional faculty training options were discussed. Dan Moore will be attending the Oklahoma Distance Learning Association Conference (ODLA) on Nov. 13 and offered seats in the van they plan to take. OLC members were reminded about the free webinars available during Distance Learning Week (Nov. 9-13).

The new Assessment Report for Online and Blended Courses was discussed. Approval from the Institutional Assessment Committee (IAC) has been given. Requirements for the new report have been submitted to Dr. Weiner's office for distribution to Deans and Department Chairs.

The new Online/Blended Course Assessment Rubric was approved by the OLC. This rubric will be used to evaluate online and blended courses and will be added to the Online Learning website.

Options for data management were discussed. It was decided that various data management systems would be investigated, applicable to online and blended classes only at this time. A report will be provided at the next meeting.

Changes to the Academic Policies and Procedures Manual were discussed. A request from Faculty Senate for policy related to limits on the number of students in online and blended classes was denied, with the suggestion that Faculty Senate work with the administration to address this issue. Requiring OLC approval for courses new to the online/blended format was also discussed. Dr. Kallam will revise the New Online/Blended Course Approval Form and present at the next meeting.

The meeting adjourned at approximately 4:00 pm.