

Minutes
Online Learning Council
November 29, 2010

Members Present: Dr. Paula Allen, Dr. Steven Emge, Dr. Karl Frinkle, Dr. Gerrie Johnson, Dr. Brad Ludrick, Dr. Richard Pearlstein, Ms. Ellen Hendrix (non-voting), Dr. Aaron Adair, Dr. Hallie Stephens, Ms. Kate Plunkett (non-voting), Dr. Nick Nichols, Dr. Kay Daigle, Mr. Dan Moore (non-voting), and Dr. Linda Kallam (non-voting).

Members Absent: Dr. James Britton, Dr. Bob Stevens, Dr. John Topuz, Dr. Doug McMillan (non-voting), and Dr. Bryon Clark (non-voting).

The meeting was called to order at 3:00 p.m.

Dr. Muhammad Betz will serve as representative to this Council from the Graduate Council.

A motion was made by Dr. Ludrick to approve the minutes of the October 18th meeting. Dr. Allen seconded the motion. The minutes were approved.

Update on faculty online certification: 78 are certified with a few still in the process. A list of classes in new online or blended format was sent to the Department Chairs.

A summary report for Distance Learning was sent to Dr. Weiner. Distance Learning is not a program, but a report is still needed. At the beginning of the spring semester, Dr. Kallam plans to meet with the Department Chairs to discuss/clarify uniformity of reporting.

New Online/Blended Course Approval Requests: Six courses were submitted for Online/Blended Course Approval. Dr. Kallam noted that all required components were provided for each of the approval requests. These are courses that are new to the online format. They are submitted to this Council as a first step in the approval process. The purpose of this step is to look primarily at the syllabus and see if it meets the criteria for the online format. Dr. Nichols made a motion to approve these six courses for approval. Dr. Allen seconded the motion. Additional extensive discussion took place, regarding the need for this step and asking if it is premature for the Council to approve courses based on syllabus only. There was discussion regarding evaluation of course content and the feasibility of this evaluation being done by committee instead of by the Director only. Dr. Kallam noted that a committee structure had been in place previously and had been discontinued as cumbersome and inconsistent. It was noted that there is a state evaluation process called "Quality Matters", but it does involve a cost of approximately \$1000. It was also noted that the approval process is a first step only, and that quality control should be a separate issue from the initial approval process of the courses. Additional points noted in discussion: the approval form binds the course to a specific instructor, who must have been certified; if the Council decides a course does not meet

criteria in this first step, the Council cannot reject the course, but Dr. McMillan will be informed of the Council's opinion and he can take it under advisement. The original motion to approve the six courses en masse was passed, with two abstentions.

Notes to the approval process: the approval form must be submitted to the Council at the beginning of the semester before with electronic copy of the syllabus so the full Council can review the forms and syllabus prior to the meeting. It will be on the next meeting's agenda to continue discussion of the format.

Requests for Alternative Certification: two requests have been received for Alternative Certification. For Dr. Lisa Joerg-Kinkaid – Dr. Ludrick made a motion to approve the request. Dr. Pearlstein seconded. Discussion: more information is needed before a decision can be made. The motion failed, with 1 abstention. For Dr. Mee-Gaik Lim – Dr. Ludrick made a motion to approve, with a second from Dr. Pearlstein. The same objections were raised regarding the need for additional information and documentation. The motion failed. More information will be obtained and sent by e-mail to the Council before the next meeting.

Types of documentation required for certification was discussed next. This discussion led to a motion to approve or deny Dr. Mee-Gaik Lim for said certification. The motion was denied by the committee, pending the receipt of further necessary documentation for certification that is to be supplied to the committee by Dr. Lim.

Dr. Kallam led a discussion of an overview of commission policies next, and included in the discussion a new definition of distance and correspondence education. This was immediately followed by the discussion of a name change for the committee (based on the definitions just discussed). The new name proposed for the committee was Distance Education Council. A motion to approve these changes in the Academic Policies and Procedures Manual was then made by Dr. Muhammad Betz . The motion was seconded by Dr. Karl Frinkle. The motion was passed unanimously.

IETV course listings for blended courses were discussed next. Dr. Linda Kallam related the suggestion for the addition of an Alternative Certification statement to Section 6.7.2 of the Academic Policies and Procedures Manual. Additionally, a motion to change the syllabus submission process related in Section 6.7.3 of the Academic Policies and Procedures manual was also discussed. This motion was passed unanimously.

A suggestion was then made to evaluate Dr. Barnes request for Online Certification by examining her course from the Spring of 2009. The establishment of a committee to perform this evaluation was then suggested. The committee members that it was determined would make up the committee included Dr. Richard Pearlstein, Dr. Paula Allen and Dr. Karl Frinkle.

Ms. Kate Plunkett discussed the use of Libguides at the library next, advising all present on aspects of the use of these guides.

The meeting was adjourned at 4:42 p.m.