

**Minutes**  
**Online Learning Council**  
**March 24, 2010**

Members Present: Dr. Nick Nichols; Dr. Paula Allen; Ms. Ellen Hendrix; Dr. Gerrie Johnson; Dr. Chip Weiner; Ms. Kate Plunkett; Dr. Gleny Beach; Dr. Jim Speers; Dr. Linda Kallam

Members Absent: Dr. Andy Tiger; Dr. Aaron Adair; Dr. Hallie Stephens; Mr. Dan Moore; Dr. Bryon Clark; Dr. Doug McMillan

The meeting was called to order at 2:00 pm by Dr. Linda Kallam. None of the agenda items originally slated for this meeting were addressed.

Dr. Gerrie Johnson began the meeting stating her department's concern about the need for and amount of time spent on online certification training.

Dr. Gleny Beach handed out a memo she prepared from minute notes and handouts from the Faculty Senate meeting on March 10, 2010. Dr. Beach and Dr. Adair were designated as liaisons to the OLC and asked to bring the Faculty Senate resolution to our attention. A copy of the handout is attached to these minutes.

The rest of the meeting was spent discussing the concerns presented in the Faculty Senate memo and resolution. A list of the topics covered appears below, not necessarily in the order discussed:

1. The need for faculty training on how to design and teach online and blended courses
2. The amount of time required to complete the certification course
3. How other institutions handle faculty training for online teaching
4. Whether existing policies related to online learning are local interpretations or reflective of verbatim requirements from the Higher Learning Commission
5. Involvement of all members of the OLC in policy making
6. Involvement of OLC members in review of faculty assignments associated with the online certification course
7. Changes to the OLC membership
8. The need to educate members of the OLC about all aspects of online learning

Dr. Gerrie Johnson moved that the OLC should review the policies recently approved by the Faculty Senate; Dr. Gleny Beach seconded the motion.

The meeting adjourned at approximately 4:00 pm.

Memo prepared by Dr. Gleny Beach from Faculty Senate Minute notes and handouts of the Faculty Senate Meeting, March 10, 2010

A request was presented by Dr. Muhammad Betz and discussed by the Faculty Senators at this meeting regarding Online Learning Council policy:

1. Faculty Senate awareness of the repercussions when it approved the OLC policies related to faculty training requirement to teach online or blended courses during the Fall-2009 semester.
  - a. Amount of homework required to complete the modules is much more extensive than was estimated by Dr. Linda Kallam when she presented the policies to the Faculty Senate. Estimation that it takes instructors approximately 14-20 hours to complete the work involved in becoming certified.
2. Only one person is currently involved in the review of faculty assignments associated with certification training, Dr. Linda Kallam. Questions also made whether the OLC was fully involved in the writing of the policies. It is possible that Dr. Kallam has interpreted the requirements of the Higher Learning Commission as she sees fit, and that other interpretations are possible and viable.

Resolution: SE Faculty Senate review the Online Learning Council's operations in establishing the existing set of policies pertaining to faculty qualifications to teach online or blended courses, and whether or not the existing policies are local interpretations of the requirements of the Higher Learning Commission or reflective of the verbatim requirements. In addition, the Senate should review the general manner of operation of the OLC to ensure that the entire council is involved in all aspects of its purview.

Resolution passed unanimously.