

## eLearning and Distance Education Meeting Minutes from May 12, 2021

### Members attending:

- Meghan Crews
- Christian Kraus
- Linda Upchurch
- Darlene Dickens
- Terri Brown

### Welcome

The committee had a discussion on the course review progress. It was noted that we are down one reviewer with David retiring. This leaves eight committee members to complete the course reviews.

Next, we looked at the eLearning and Distance Education Committee course in D2L to see the layout of the course and how it was structured.

There was a discussion about some of the questions on the rubric and how to answer them. Question 9 under course information asks if “A list of technical requirements such as connection speed, hardware, and software is provided.” While this may not be listed in each course, there are links in D2L so that students will know what the requirements and if their computer meets them. It was mentioned that a disclaimer could be added to the syllabus about not being able to use a cell phone to complete all course work in an online class.

There was also a discussion about highlighting areas of the rubric in yellow where the standards in the rubric were not met in the class. This would enable the Deans and Dr. Sharman to quickly scan a rubric to see the standards were not being met.

There was also a discussion about the contents of support classes. Many faculty teaching support courses use the courses for extra tutoring or extra information. At this time the committee will not be reviewing these support sections.

The timeframe for the completion of the course reviews was originally set for the end of May. There was a question about extending the deadline until the end of June. I will contact Dr. Sharman to ask her about the extension and let the committee know as soon as I hear from her.

The committee also discussed the possibility of adding more faculty members to the committee or adopting a ‘peer’ review process for the courses. This is another question that will be asked, and an answer will be provided as soon as possible. It is possible that a peer review process would give faculty members more ownership everyone would share in this process. This would get everyone involved in the process and help them understand the rubric and what is expected in their online courses.

### **Action Items**

Contact Dr. Sharman about completion date for course reviews.

Ask about adding more faculty members to the committee or adopting a peer review process for course reviews.

The next meeting of the committee will be on June 9, 2021.