

## Minutes from 11-11-2020 Committee Meeting

### Members Present:

Annaliss Jordan  
Linda Upchurch  
Kathy Whitaker  
Mike Rountree  
Terri Brown  
David Strickland  
Christian Kraus  
Megan Crews

The committee discussed the Distance Education and eLearning Committee course that has been created in D2L. All committee members have been enrolled into the course. This course has the EGSC template and module structure. Sandboxes have been created for Dr. Upchurch and Ms. Jordan with the template in the courses. Sandboxes are available upon request.

The course evaluation process was discussed. Faculty will be notified in advance of the evaluation process and the ION rubric will be provided with the notification. Faculty will complete a self-review of their course/courses and return the completed ION rubric to the Director of eLearning and the review team. The completed rubrics will be stored in the eLearning department. A copy of the completed rubrics will be submitted to the appropriate Dean.

There were questions and discussions about the review team and if courses would be reviewed by one committee member or two committee members. If two members complete a course review, both rubrics will be sent to the dean.

The committee also discussed the timing of the reviews and after searching for more information about the previous course evaluations I found the schedule that Dee had used. I have added Dee's schedule below and my proposed evaluation cycle below it. Since the evaluations were not completed in Fall of 2019/Spring 2020, I would like to propose a change to the cycle and begin with the Fall 2020 courses. The evaluations for Fall 2020 courses would be completed by May 2021 and Spring 2021 courses would need to be completed by June 2021.

This schedule provides the information about the timing of the evaluations and when they are due.

### Dee's Schedule

<b>Evaluation Cycle</b>	<b>Fall Evaluations</b>	<b>Spring Evaluations (courses not done in fall)</b>
(Past) Fall 2017- Spring 2018	Due by May 1, 2018	Due by June 30, 2018
Fall 2019-Spring 2020	Early May 2020	End of June 2020
Fall 2021-Spring 2022	Early May 2022	End of June 2022
Fall 2023-Spring 2024	Early May 2024	End of June 2024

## Proposed Schedule

Evaluation Cycle	Fall Evaluations	Spring Evaluations (courses not done in fall)
(Past) Fall 2017- Spring 2018	Due by May 1, 2018	Due by June 30, 2018
Fall 2019-Spring 2020 (Not Completed)	Early May 2020 (Not Completed)	End of June 2020 (Not Completed)
Fall 2020-Spring 2021	Early May 2021	End of Aug 2021
Fall 2022-Spring 2023	Early May 2023	End of Aug 2023
Fall 2024-Spring 2025	Early May 2025	End of Aug 2025
Fall 2026-Spring 2027	Early May 2027	End of Aug 2027

**NOTE:** The Fall 2019 -Spring 2020 evaluations were not completed due to personnel changes in the department.