

**Online Education Committee
Meeting Minutes
October 23rd, 2018 @ 1:15p.m.**

Present: Daphne Hauck, Jane Schreck, Kim Crowley, Daphne Hauck, Kara Welk, Deb Mantz, Lane Huber(via phone), Karen Arlien, Jaclyn Allen, Theresa Felderman

I. Discussed survey/evaluation built into Blackboard. Course surveys are not anonymous in Blackboard. Committee agrees that Blackboard surveys will not be used due to this issue. Kara discussed putting a Qualtrics link in Blackboard or Qualtrics would send out an email to students reminding them to complete the survey. We decided to table this topic until we get more feedback from Faculty Senate regarding mandating evaluations in every course.

Action Item: Lane/Kara will discuss if Qualtrics is the right tool as well as alternatives to Qualtrics and provide options at our next meeting.

II. Academic Honor Tutorial- was not passed on first read due to typo. Faculty Senate will review again next meeting. We brainstormed ideas for how to have as many students as possible take the quiz, while only having to take the quiz one time. Kim Crowley met with Sandy Fried. No options in Campus Connection at this time.

Some suggestions were:

- Lane discussed having a Blackboard front page survey to complete, and then in the individual classes, students would fill out a quiz stating they had completed the front page survey.
- Blackboard option for having the front page survey tied with adaptive release to the courses.

Action Item: Deb and Daphne will continue to discuss with CTS NDUS representative options for having all students take the tutorial.

Discussion tabled until next meeting.

III. Discussed modifications of Online Course Development Form and Process. In the future, Daphne will set up reviewers as shared users so they will be anonymous.

Jaclyn Allen and Theresa Felderman met with Deans for their feedback. The course form with potential changes was discussed.

#8, #9, #10 wording were modified as a committee. See below for updated wording.

8. Three weeks prior to the class start date, the course reviewers will complete the review/recommendations. The Instructional Technology Manager will collaborate with the reviewers and compile a summary of recommendations to be implemented.
3 week due date _____ (add to your calendar).
9. The developer will receive the summary of recommendations from the IT Manager. The developer will revise the course using the feedback. The developer, IT Manager and Department Chair will discuss the changes made and/or discuss reasoning for not making changes prior to class start date.
10. Based on the discussion with the IT Manager and developer, the Department Chair will make a recommendation about course approval to the appropriate dean.

The next meeting will be set up after this has occurred.