

**Online Education Committee
Meeting Minutes
November 20, 2018 @ 1:15p.m.**

Present: Daphne Hauck, Jane Schreck, Kim Crowley, Deb Mantz, Lane Huber, Karen Arlien, Jaclyn Allen, Theresa Felderman

I. Update on Course evaluations- Faculty Senate decided course evaluations will not be mandated in every course at this time. Karen Arlien sent a request to add course evaluation to the department chairs meeting agenda. They will discuss when and how online courses will be evaluated.

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

II. Academic Honor Tutorial- Deb discussed feedback she received from CTS NDUS representatives. It may be possible to create a course for all students in Blackboard that requires them to take the Academic Honor Tutorial. It may be possible with adaptive release to limit access to other courses until the honor tutorial is submitted.

Action Items: Deb and Daphne will test this option in the Spring and possibly the summer.

III. Online Course Development Form and Process – Faculty senate is reviewing the updated online course development form and process.

IV. Universal access/design for Blackboard sections- NDUS is reviewing this issue. Lane is part of the committee working on this issue and will know more this academic year. At this time, our committee agreed that we do not have enough information or guidance as our role in this process.

V. Faculty Evaluation Question Review- Our committee reviewed each of the online faculty evaluation questions. We provided feedback that will be sent on to the Faculty Senate Faculty Rights Committee.