

Online Teaching and Learning Committee – January – February 2019 Minutes

Online Participants through Responses: Dee Cooper, Stephanie Scott, Luke Kruse, Leslie Johns, DeLisa Ging, Anna Scott, Peggy Emde, Sherrie Martin, Deidra Johnson, Mary Ann Harris, Kathi Shamburg, Jeff Tate, Crys Davis, Cara Beth Johnson, Stacey Frazier, Brenda Pennington, Marsh Howard, Ryan Bay, Mary Gard, Lisa Nordquist, Pam Stinson, Shaen McMurtree, Paul Bowers, Audrey Schmitz, Sherryl Nelson, and Tammy Davis

Below is the online agenda. A boldfaced summation of the comments follows each agenda item. Documentation is attached.

Good Friday afternoon!

I hope that you have had a delightful first week of school! You are receiving this email because you are teaching an online course or two, which leads to the perk of being on the committee. We do not meet often, and I try to utilize the technology that our students get to use when it is an efficient use of our time.

For our agenda this semester,

1. Take a look at the Online Course Evaluation posted under Course Materials on Blackboard. The highlighted portions were adapted for online courses. Do we need to recommend changes to the tool for Fall 2019? If so, what would those be?

There were 13 votes stating the course evaluation still meets our needs. There were two votes stating that it does not. One suggestion for addition to the evaluation was “I read through the syllabus and all the getting started information at the beginning of the course.”

2. Both HLC and QM made reference to the traditional nature of our syllabi. There are a number of places within the document that should reflect online students and procedures. Cara Beth has addressed those issues within her syllabi for Accounting. I’ve uploaded a highlighted copy under Course Materials on Blackboard. We can make a recommendation to adopt those changes for each of our areas, or we can form a sub-committee of 3-4 individual to make general recommendations.

There were 10 votes stating that the highlighted changes would meet the needs for all online courses. There were 4 votes stating that the changes do not meet the needs for all. Two individuals volunteered to serve on a committee to look at the syllabus.

A sample syllabus was emailed for specific comments. Additions were made. The syllabus will be submitted to Dr. Stinson and Faculty Affairs.

3. We also need to consider further degrees that can be earned online and possible online course expansion. What is feasible for our institution?

Comments were supportive of offering additional courses that are feasible in an online setting. Expanding online degree programs was also suggested. The use of Proctor U and other testing services provides needed security for some online courses.

4. Rae Ann Kruse in her leadership through the NASNTI Grant has purchased an Institutional Membership with the Online Learning Consortium. This consortium provides instructional certification and resources where Quality Matters provides the course structure background. Under Course Materials, you will find the instructions for adding your account to the Membership. There is also a document for professional development opportunities. Take a look! This is a terrific opportunity.

I am including a google survey link for your responses to questions 1 and 2. Please respond to the Discussion Board on Blackboard to question 3. If we need an in-person meeting, we can move that direction!

Thanks for your participation and all you do for our students!
Tammy

Email Documentation

From: Tamera Davis - Tamera.Davis@noc.edu [do-not-reply@nocbb.onenet.net]
Sent: Thursday, February 14, 2019 2:47 PM
Subject: NOC_OnlineReadiness (Online Teaching and Learning Committee): Online Syllabus

Good afternoon,

Attached is the standard syllabus template that Dr. Stinson shared with us at the end of last semester. I've made changes that you suggested. If you approve of this format, I'll send it on to Dr. Stinson, who will share it with Faculty Affairs. If FA approves it, it will be our course syllabus template for all online classes. Your reply to this email will count as the vote. Please respond by Feb 20.

Thanks for your patience and work!

Tammy

Responses with commentary:

From: Kathi Shamburg
Sent: Wednesday, February 20, 2019 11:48 AM
To: Tamera Davis <Tamera.Davis@noc.edu>
Subject: RE: NOC_OnlineReadiness (Online Teaching and Learning Committee): Online Syllabus

Here is my only question/concern:

1. Include the information on the testing site, date and time that you will be testing on your Learner Contract Quiz located in the "**Start Here!!!**" unit of the "**Course Material and Assignments**" link. Does the wording have to be exactly as stated?

I don't give a "Learner Contract Quiz" but an Entry Assignment for which I get this information from my online students.

Tammy, is the highlighted area the changes? Or are they what we can change if approved per individual? My curiosity is on the Proctored Exams on Steps two through four as I do not use this exact method for off-site testing or for setting up their proctored exam...

Thanks!

Deidra Johnson

Hi Tammy

Sorry that I did not participate in the first round of the committee meeting. I am coming into this conversation late...

I have read the yellow highlighted areas of the proposed syllabus and have a couple of questions about Proctored Exam info section

2. I question whether students will be prepared to schedule (during Week 1) a day and time for an exam that may not be taken until 2 – 4 months later. In addition, the testing centers will need to have proctor exam requests from all online instructors PRIOR to the start of the semester so that personnel have time to put those dates and times in the Register Blast system.

3. Also, I do not have an item titled "Learner Contract Quiz" nor three exclamation points after "Start Here" unit.

Your thoughts are appreciated!

Maybe this has already been hashed out - let me know and thanks.

~Audrey

Hi Tammy,

Thanks for including me on this committee. I have attached the syllabus document with my comments added. Please forgive me if I address something that has already been discussed. 😊

Best,
Anna

Tammy,

I would suggest that we add something in the test proctoring section to indicate that instructors must pre-approve any testing site other than the official ones with NOC or the UC. We've had a lot of strange requests through the years and it's better for students to know early enough to drop if they aren't going to be able to make it to a secure testing site.

Pam

Although it is not a division, on page one, the pull down menu for division needs to have Academic Development, and the chair needs to add Dee Cooper. Outside of online classes, there was a separate master syllabus made for academic development classes. Asking in Academic Affairs, they may want Academic Development to have a separate online syllabus.

Did you have a proctored test for your online orientation that you taught in the summer?

Dee