**Minutes from Online Learning Committee**

September 20, 2018, 1 pm.

In attendance: Doreen Rogan, Maureen Simmons, Amber Tatnall, Dianne Fallon, Claudette Dupee, Lisa Murphy, Eric Bourque, Steve Paulone, Danielle Ebbrecht

Review of Agenda:

Doreen provided agenda for meeting.

New Business:

1. Nomination of Chair: Amber nominated Doreen to serve as Chair of committee. Seconded by Lisa. Unanimously approved.
2. Review of Bylaws: After scanning the bylaws, the committee decided to alter meeting time found in article III to read **“Committee meetings will be held the third Thursday of every month; check for specific times on the college portal**”.
3. Quality Scorecard Results from spring 2016: Doreen briefly spent time reviewing the Scorecard categories and then the group briefly reviewed the Online Course Quality Checklist. The Online Course Quality Checklist is a tool that is currently available to faculty and adjunct faculty on the Faculty Development portion of the Academic Affairs website. **Group discussed when to re-administer the Online Quality Scorecard. Consensus was Spring 2020.** **Dianne and Lisa will bring the Online Course Quality Checklist (DRAFT) to the October Faculty Senate meeting for review.**
4. Draft Online Policy and Procedures Handbook: Next the group reviewed the draft of the Online Policy and Procedures Handbook. Discussion followed—do we need a policy book and handbook or can they be one in the same document? How would we like to develop the handbook? Amber suggested we could each pick areas on which to focus. Dianne suggested we start with crafting a mission statement. The group decided to begin building the handbook by focusing on four sections of the outline for the next meeting:

* #1. Mission Statement (all)
* #2 Online Education Organizational Structure (Steve and Doreen)
* #6 Verifying Student Identity (Maureen and Eric)
* #24 Learning Support Available in Courses (Amber and Danielle)

1. Academic Affair Strategic Plan relating to online ed: The group examined a small section of the Academic Affairs Strategic plan-2.3 which states “Ensure academic standards are maintained in all distance learning environments.”

Meeting was adjourned at 2 pm.

Respectfully submitted by Danielle Ebbrecht